

Minutes of the Management Committee Meeting of Blochairn HA, held on 26th September 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

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	Present	Manal Eshelli, Chairperson	
		Martin Forrest, Vice Chair	
		Mary Gibb, Committee Member	
		Alexandra Lis, Committee Member	
		Jean O'Neill, Committee Member	
		John Welsh, Committee Member	
		Helen McCartney, Committee Member	
	In Attendance:	Diane Hendry, Operations Manager	
		Brenda Toner, SHN item 6 only	
	Apologies:	Patricia Gallagher, Interim Director	
		Kim Stuyck, Committee Member	
		Leanne McGowan, Committee Member	
2	Declaration of Interest		
	2.1	There were no declarations of interest noted.	
3	Minutes of previous Management Committee meeting of 29th August 2023 - Approved		
	3.1	The minute of the Management Committee meeting of 29th August 2023, was circulated prior to the meeting, approved by Mary Gibb, and seconded by Martin Forrest.	
4	Minutes of previous Management Committee meeting of 5th September 2023 - Approved		
	4.1	The minute of the Management Committee meeting of 5th September 2023, was circulated prior to the meeting, approved by Mary Gibb, and seconded by Martin Forrest.	

5	Matters Arising – Outstanding Actions Report – Approved		
	5.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	5.2	Approval was given to remove all actions marked as complete.	
	5.3	The Operations Manager confirmed that the stock condition survey started on 25 th September 2023. The appointed consultant was John Martin Partnership and it was expected to last 3 weeks and survey 40% of properties. All tenants have been notified.	
	5.4	The Operations Manager advised that the asbestos sampling as per the review recommendations, has now been completed and the finalised report is awaited.	
	5.5	There were no further updates or queries on any of the items in the report.	
6	Scottish Housing Network – Benchmarking Presentation		
	6.1	Brenda Toner from Scottish Housing Network joined the meeting for this item only.	
	6.2	<p>The Committee were taken through a range of ARC indicators and the following points highlighted;</p> <ul style="list-style-type: none"> • SHQS performance poor in peer group due to electrical testing which has now been resolved • Right first time performance higher than Scottish Average and all RSL average but lower than peer group average • Overall satisfaction 2nd highest in peer group • Blochairn sitting in top quartile for service and value 	
	6.3	Committee were informed that tenant satisfaction across the sector has declined with the majority of landlords experiencing lower percentage levels in 2022/23 than 2021/22	
	6.4	Members were advised that SHN could produce any bespoke reports as requested and that SHR is a good source of reference.	

7	Submission of Audited Financial Statement to SHR - Approved		
	7.1	A report was tabled at the meeting and given due consideration. It was approved that the return be submitted.	
8	Draft Tenant Participation Strategy and Action Plan – Approved		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	The Committee noted the action plan was comprehensive and reflected the SHR objective of allowing tenants to have a voice and be listened to.	
9	Draft Asbestos Policy and Management Plan - Approved		
	9.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	9.2	Committee were given assurance this is aligned to the asbestos review action plan.	
10	Sub Committee Membership – Approved		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved	
	10.2	It was agreed existing members of the staffing sub-committee would continue in their roles and be joined by Jean O'Neill.	
11	Representatives to External Bodies		
	11.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	11.2	Members agreed that they could not commit at the meeting to being named representatives for Blochairn with EVH and SFHA but would advise if the position changed. This is due to potential workload arising from the transfer of engagements.	
12	Annual Timetable of Meetings – Approved		
	12.1	A written report by the Interim Director was circulated prior to the meeting and approved with amendment.	

	12.2	It was agreed that no meeting would take place on 31/10/23, instead being moved to 7/11/23. The meeting on 12/12/23 would be rescheduled to 05/12/23.	
13	Authorised Signatories – GCC & AIB		
	13.1	Committee authorised Interim Director, Operations Manager and Housing Services Officer as designated signatories for DRS Housing Services (2023-24)	
	13.2	Signed authorisation was granted for Interim Director to be an authorised signatory of the AIB bank account and Interim Director and Operations Manager to be authorised dealers on the same account. Corporate Services Officer to be removed.	ID
14	Review of Reporting Formats – Approved		
	14.1	Committee approved the current reported formats and did not require any amendments to layouts. They were keen to ensure abbreviations were explained at first use within any reports.	
15	Verbal Update on Tenants Health & Safety – Approved		
	15.1	<p>The Operations Manager gave a verbal update on tenant Health & Safety highlighting;</p> <ul style="list-style-type: none"> • Every property has a current gas safety certificate • All properties except 2, have a current electrical safety inspection • A quote has been accepted for roof anchor inspections • All lifts were inspected every 2 months • Dry risers and automatic opening valves are being inspected every 6 months • Emergency close lighting in Blochairn place to be tested now and annually thereafter. • No stored water in loft tanks minimising legionella risk 	
	15.2	The Operations Manager confirmed that an internal audit visit on H&S would take place in Quarter 3 and be reported to Committee.	
16	Cancellation of Membership		

	16.1	A written report by the Interim Director was circulated prior to the meeting and approved. It was noted 3 memberships were cancelled in line with the rules of the Association following the AGM.	
17	EVH Salaries Consultation		
	17.1	A written report by the Interim Director was circulated prior to the meeting and noted. Following discussion, Committee confirmed they were in agreement for EVH to undertaking negotiations in the usual manner and will consider the figure achieved by this negotiation process.	
18	Items for Ratification		
	18.1	There were no items for ratification at the meeting.	
19	SHR update – Verbal		
	19.1	The Interim Director advised that she has been keeping The Association's Regulation Manager up to date with progress. No concerns had been raised re any issues.	
20	AAS – Standards 4 & 5 – Evidence Bank		
	20.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	20.2	The Operations Manager advised about the use of the information as live evidence for assurance of compliance with the Regulatory Framework. There were no further queries raised on this report.	
21	Notifiable Events – Verbal Report		
	21.1	The Chair advised that the last notifiable event was now complete but it was unclear if any work was still required to update the SHR portal. There will be a lessons learned session required which the Interim Director will lead on at the next meeting.	ID
	21.2	There were no further queries raised in relation to this report.	
22	Health and Safety Monthly Report - Noted		

	22.1	A written report by the Interim Director was circulated prior to the meeting and noted. No concerns or queries were raised in this respect.	
23	Correspondence		
	23.1	Committee were advised that a letter had been received from Royston Youth Action requesting a financial contribution towards a trip for 80 children during the October school holidays. It was agreed to make a contribution of £150.	ID
24	A.O.C.B		
	24.1	The Committee approved the share membership application received from Councillor Anthony Carroll.	SEC
	24.2	The tenant draw took place and Kathleen Wright and Lorraine Downie were randomly selected as winners.	ID
	24.3	Committee were advised that revised quotes for the play area had now been received from suppliers and these were currently with the funders. Further updates to be given.	
	24.4	Committee were advised that BHA was making a joint funding application to the SFHA fuel support fund which was now opened. They were further advised drop in energy surgeries would be restarting from our office from 2-4pm from Monday 2/10/23.	
	24.5	Committee confirmed they would like to hold a festive Christmas lunch with staff. Potential dates and venues to be explored	
	24.6	Committee agreed a date of 14 th November to meet with Paul McNeill to begin discussions around the transfer of engagements.	
25	Summary of actions/decisions at this meeting		
	25.1	A review of all decisions/points for action was noted.	
26	Review of the Meeting		
	26.1	A formal review did not take place but it was noted that the meeting finished exactly on time.	

27	Date and Time of Next meeting		
	30.1	Tuesday 7 th November 2023 at 6pm.	All
28	Meeting Close		
	The meeting closed at 8.00pm.		

Signed: 

Date: 7/11/2023