

**Minutes of the Management Committee Meeting of Blochairn HA, held on 26<sup>th</sup> February 2024 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED**

<b>1 Sederunt</b>		<b>Actions</b>
	Present	
	Manal Eshelli, Chairperson	
	Martin Forrest, Vice Chair	
	John Welsh, Committee Member	
	Leanne McGowan, Committee Member	
	Anthony Carroll, Co-optee	
	Kim Stuyck, Committee Member	
	Alexandra Lis, Committee Member	
	<b>In Attendance:</b>	
	Diane Hendry, Operations Manager	
	Patricia Gallagher, Interim Director	
	Louise Kirkland, Finance Agent – Items 5-7 only	
	Paul McNeill, HRC Consulting	
	Julie-Ann Cloherty, Observer	
	<b>Apologies:</b>	
	Helen McCartney, Committee Member	
	Frances Tierney, Secretary	
	Mary Gibb, Committee Member	
	Jean O'Neill, Committee Member	
	The Chair advised the meeting that an application for special leave had been requested from Helen McCartney. Special Leave was granted for 3 months.	<b>ID</b>
<b>2 Declaration of Interest</b>		
2.1	There were no registrations of interest noted.	
<b>3 Minutes of previous Management Committee meeting of 30<sup>th</sup> January 2024 - Approved</b>		
3.1	The minute of the Management Committee meeting of 30th January 2024, was circulated prior to the meeting, approved by Martin Forrest and seconded by John Welsh.	

<b>4</b>	<b>Matters Arising – Outstanding Actions Report – Approved</b>		
4.1	A written report by the Interim Director was circulated prior to the meeting and approved.		
4.2	Approval was given to remove all actions marked as complete. Updates were given on all other relevant items.		
4.3	It was noted that the date for the meeting on the fire stops – item no. 32 was incorrect. This has to be updated.		ID
4.4	There were no further updates or queries on any of the items in the report.		
	Louise Kirkland, Finance Agent, joined the meeting at this point.		
<b>5</b>	<b>Quarterly Management Accounts – End Q3 – Oct - Dec 2023 - Approved</b>		
5.1	A written report by the Interim Director and the Finance Agent was circulated prior to the meeting and approved.		
5.2	The Finance Agent went through the accounts via an overhead presentation. She advised that the accounts had been prepared on the revised budget that had been approved in December 2023. She also explained the new format of the accounts.		
5.3	She spoke through the accounts and highlighted variances and gave explanations for these. She also highlighted the variances that would be smoothed out at the year-end accounts due to up-front payments. She confirmed that the overall loss was lower than had been anticipated.		
5.4	She highlighted an allowance for a pension deficit and advised that this was due to an inclusion for same in the audited accounts. It was agreed that the need for this will be confirmed with the external auditor. She also advised that the loan repayments may change following this quarter, due to the timing of updates.		FA/ID
5.4	Louise also highlighted the budget reallocations that had been made to ensure the accounts were fully comprehensible to all.		

	5.5	The Finance Agent confirmed that all covenants and ratios had been met.	
	5.6	There were no queries or questions raised in relation to the accounts.	
<b>6</b>	<b>Final Budget 2024/25 - Approved</b>		
	6.1	A written report by the Interim Director and the Finance Agent, was circulated prior to the meeting and approved.	
	6.2	The Finance Agent highlighted the main changes in the final budget, most noticeably the loan interest repayments. The Interim Director gave an update on the queries raised at the last meeting.	
	6.3	The Finance Agent advised that we would be working on a deficit in this budget.	
	6.4	In response to a question from a Management Committee member the Finance Agent advised that she would raise concerns about the cash flow due to the figure on the interest re-payments. However, she advised that her role was not to look at the long term financial picture and she was aware that the next speaker would be covering that.	
	6.5	The Finance Agent advised that the budget will not breach any covenants or ratios.	
	6.6	The Management Committee approved the final budget.	
<b>7</b>	<b>Review of Options Appraisal – Approved</b>		
	7.1	A presentation by the Finance Consultant, Paul McNeill of HRC Consulting, Agents was given at the meeting and approved.	
	7.2	The Chair advised of the reasons for re looking at the financial position being the changes in the economy and the new budget.	
	7.3	Paul highlighted the current economic situation and the unknown factors that may impact this. He showed the meeting the current financial position and scenarios with	

		different rent increases and other situations. Paul advised that this business plan was based on the most recent Stock Condition Survey.	
	7.4	Paul also made some live changes to the business plan re other scenarios for the Management Committee's information.	
	7.5	In response to a question on the possibility of renegotiating the loan with Unity Bank Paul advised that this could only be done on the capital repayments only and it was unlikely to make any significant impact on longer term.	ID
	7.6	Paul advised that over the term of the business plan, the covenants would not be breached.	
	7.7	Following further discussion, the Management Committee approved the revised business plan.	
		Louise Kirkland, Finance Agent was thanked for her attendance and left the meeting at this point.	
<b>8</b>	<b>Quarterly Complaints report – Q3 Oct – Dec 2023 - Approved</b>		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	There were no further comments or queries on this report.	
<b>9.</b>	<b>Transfer of Engagements Update - Approved</b>		
	9.1	A verbal report by the Interim Director was given at the meeting and approved.	
	9.2	The Interim Director gave an update on recent discussions with the Director of Spireview HA (SVHA) and confirmed that SVHA were still very interested in THE Transfer of Engagements.	
	9.3	The interim Director advised that SVHA have intimated that once fuller information is available on the on-going Health and Safety issues, they will be happy to seek formal approval for its Management Committee.	

	9.4	The Interim Director advised the Management Committee that Staff are hopeful that fuller information may be available by the end of March.	
	9.5	There were no further questions regarding this.	
<b>10</b>	<b>Purchase of Property – GCC acquisition - Ratified</b>		
	10.1	The Interim Director gave a verbal update on the acquisition of a property that became available on the open market.	
	10.2	She confirmed that the Office Bearers had approved pursuing this property via the GCC acquisition scheme, and that the Associations offer to purchase it had been successful.	
	10.3	The Management Committee ratified the decision taken by the Chair and the Office Bearers.	
<b>11</b>	<b>SHR update – Noted</b>		
	11.1	A verbal report by the Interim Director was given and noted.	
	11.2	The Interim Director advised that a meeting is scheduled for the 7 <sup>th</sup> March 2024 with the Interim Director, Operation Manager and the Chair.	
	11.3	The Interim Director advised that a report will be given at the next Management Committee meeting on the outcomes from this meeting.	ID
<b>12</b>	<b>Q3 Performance Report – Noted</b>		
	12.1	A written report by the Operations Manager was circulated at the meeting and noted.	
	12.2	The Operations Manager talked to the report and gave explanations for changes in performance.	
	12.3	There were no further queries or questions on this report.	
<b>13</b>	<b>Notifiable Events – Verbal report - Noted</b>		
	13.1	A verbal report by the Chair was discussed at the meeting and noted.	

	13.2	The Chair advised that one of the notifiable events had been closed leaving two open. No new notifiable events had been reported.	
	13.3	There were no further queries or questions on this report.	
<b>14</b>	<b>OSCR Annual Return - Noted</b>		
	14.1	A verbal report by the Interim Director was discussed at the meeting and noted.	
	14.2	The Interim Director advised that the annual return had been submitted.	
	14.3	There were no further queries or comments on this report	
<b>15</b>	<b>Health and Safety Monthly Report - Noted</b>		
	15.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	15.2	There were no further queries or comments on this report	
<b>16</b>	<b>EVH Pay Negotiations – Noted</b>		
	16.1	A verbal report by the Interim Director was discussed at the meeting and noted.	
	16.2	The Interim Director advised that the union ballot had voted to reject the pay offer and EVH advised that they were now entering conciliation talks with them.	
	16.3	The Interim Director advised that she will update the Management Committee as soon as any further information is available.	ID
<b>17</b>	<b>Correspondence</b>		
	17.1	The Chair advised the meeting of the following correspondence:	
	17.1	Notification from the SHR that the new Regulatory Framework is now in place. The Chair asked the Interim Director to prepare a report on this for the next meeting.	ID

<b>18</b>	<b>A.O.C.B</b>		
18.1	<u>Approval of Assignment, Sub Letting etc, Policy:</u> The Management Committee approved this policy that had been sent out in advance of the meeting. Following discussion, the Management Committee agreed to allow Mutual exchanges to under-occupy by one room. The Interim Director will update the policy to reflect this.	ID	
18.2	<u>Staffing Sub Committee:</u> The Interim Director asked for new members for the Staffing Sub Committee due to one committee members being on Special leave and the sub-committee Having to be cancelled as it would be inquorate. Manal Eshelli and Leanne McGowan agreed to join the Sub Committee if the meetings could be held after the Management Committee. This was agreed by the Committee.	ID	
18.3	<u>Positive Action in Housing:</u> The Interim Director advised that following her notification to PAIH after last month's meeting where the Management Committee agreed not to re-join, PAIH have offered a membership at 75% discount (£125). Following a short discussion, the Management Committee agreed to Re-join PAIH at this discounted rate.		
18.4	<u>Factoring Costs Breakdown:</u> Following on from last month's meeting, the Operations Manager gave an overview of the new calculation of the factoring costs. There were no queries or questions raised in relation to this.		
18.5	<u>Play Area:</u> The Interim Director advised that the installation of the new play area is now complete. Management Committee commented on how good it looks.		
	<u>Feedback on Training:</u> Management Committee members who attended the Questions you should be asking on governance session advised that they had found the session very informative and helpful.		
<b>19</b>	<b>Summary of actions/decisions at this meeting</b>		
19.1	A review of all decisions/points for action was read out and agreed.	<b>OM/ID</b>	

	19.2	In response to a question from a Committee Member the Interim Director advised that she will update the current position re the meetings about the Fire Stops – item 32.	ID
<b>20</b>	<b>Review of the Meeting</b>		
	20.1	All felt that it had been an informative meeting.	
<b>21</b>	<b>Tenant Monthly Bonus Draw – Completed</b>		
	27.1	The draw for this month was completed.	ID
<b>22</b>	<b>Date and Time of Next meeting</b>		
	22.1	Tuesday 26 <sup>th</sup> March 2024 at 6pm.	All
<b>29</b>	<b>Meeting Close</b> The meeting closed at 8.15pm.		

Signed:

Date: