

**Minutes of the Management Committee Meeting of Blochairn HA, held on 27<sup>th</sup> June 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED**

<b>1 Sederunt</b>		<b>Actions</b>
	Present	Michelle Murray-Moore, Chairperson
		Martin Forrest, Vice Chair
		Mary Gibb, Committee Member
		Helen McCartney, Committee Member
		Leanne McGowan, Committee Member
		Alexandra Lis, Committee Member
		Frances Tierney, Secretary, via Zoom
		Jean O'Neill, Committee Member
	<b>In Attendance:</b>	Diane Hendry, Operations Manager
		Patricia Gallagher, Interim Director
		Phil Morrice, Alexander Sloan, Item 6 only
		Paul McNeill, HRC, Items 6 and 9 only
	<b>Apologies</b>	
		Kim Stuyck, Committee Member
		John Welsh, Committee Member
		Manal Eshelli, Committee Member
<b>2</b>	<b>Declaration of Interest</b>	
	2.1	There were no declarations of interest noted.
<b>3</b>	<b>Minutes of previous Management Committee meeting of 30 May 2023 - Approved</b>	
	3.1	The minute of the Management Committee meeting of 30th May 2023, was circulated prior to the meeting and approved by Martin Forrest and seconded by Mary Gibb
<b>4</b>	<b>Approval of Staffing Sub Committee minutes of 30 May 2023.Matters Arising – Outstanding Actions Report – Approved</b>	
	4.1	The minute of the Staffing Sub Committee meeting of 30th May 2023, was circulated prior to the meeting and approved by Martin Forrest and seconded by Mary Gibb.

<b>5</b>	<b>Matters Arising – Outstanding Actions Report – Approved</b>		
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.	ID	
5.3	The Interim Director also asked for approval to remove item 14 as it was felt this was no longer relevant.	ID	
5.4	In relation to point 25, the Interim Director provided an update. It was agreed to keep this on the actions outstanding until all other bank accounts have been sorted out, in case any further action is proposed for this account.	ID	
	Phil Morrice of Alexander Sloan and Paul McNeill of HRC joined the meeting at this point.		
<b>6</b>	<b>Draft Audited Annual Accounts - Approved</b>		
6.1	A written report by the Interim Director was circulated prior to the meeting and approved. Paper copies were also distributed at the meeting		
6.2	Phil Morrice spoke to the meeting and he went through the audited accounts in detail. He advised that the accounts had been prepared on a going concern basis and meet with all of the requirements of the Regulator.		
6.3	Phil then explained the Audit summary report in detail and all of the financial information. The Interim Director gave a verbal update on the management responses to the report and advised that these will be inserted into the report on file.	ID	
6.4	In relation to a query from a Committee Member on the creditors, Phil explained the details of the loan payments over time.		
6.5	The Management Committee approved the signing of the accounts and the letter of representation. It was note that these could not be signed until after the meeting and would be delivered to Alexander Sloan tomorrow.	ID	

		Phil Morrice of Alexander Sloan and Paul McNeill of HRC were thanked for their attendance and left the meeting at this point.	
<b>7</b>	<b>Draft Business Plan - Approved</b>		
	7.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	7.2	Some changes to text were suggested and approved by the meeting.	ID
	7.3	A query was raised in relation to the statistics for the breakdown of household types. The Interim Director has to review and amend as required.	ID
	7.4	There were no further queries in relation to the Business Plan and it was approved, subject to the changes detailed above.	
<b>8</b>	<b>Draft Loan Portfolio Return for SHR - Approved</b>		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	The report was approved for submission to the Scottish Housing Regulator.	ID
		Paul McNeill from HRC re-joined the meeting for this item.	
<b>9</b>	<b>Draft SHR report re Engagement Plan - Approved</b>		
	9.1	A written report by the Interim Director and Finance Consultant was circulated prior to the meeting and approved.	
	9.2	The Finance Consultant talked through the report with the Management Committee. He highlighted the financial position of the Association over the 30 years of the long-term projections.	
	9.3	Paul advised that he would need to update the report to reflect the recent change in interest rates.	
	9.4	A discussion took place on the variable interest rate applicable to the loan and the possibility of fixing the loan repayment rate.	

	9.5	There were no further questions and the Management Committee approved the report for submission to the Regulator, subject to the changes agreed at point 9.3 above.	
		Paul was thanked for his attendance at the meeting and left at this point.	
<b>10</b>	<b>Unacceptable Actions Policy - Approved</b>		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved	
	10.2	There were no queries raised on the report and it was approved for immediate implementation.	
<b>11</b>	<b>Update on Tenant Health and Safety - Noted</b>		
	11.1	A verbal report was given at the meeting by the Operations Manager, and noted.	
	11.2	The Operations Manager advised of the following:	
	11.2.1	<u>Electrical Safety Checks</u> : Noted that we are now only dealing with the no accesses – approx. no.15. A Committee Member asked if we could write to the no accesses citing Grenfell to try and encourage access. It was agreed to try this	OM
	11.2.2	<u>Gas Safety Checks</u> : Noted that 100% of certificates are now in place. Also noted that 17 were done out of date. This number may be higher.	
	11.2.3	<u>Asbestos</u> : It was noted that the asbestos records are being reviewed, for a second opinion re compliance. ACS had been commissioned to undertake this work.	
	11.2.4	<u>Lifts</u> : The operations Manager advised of the current contract re the lifts and advised we are probably overpaying for services we probably do not need, however as we are in a contract – which automatically renewed – we cannot get out of it at present time.	
	11.2.5	<u>Legionella</u> : It was noted that all loft spaces have been checked to confirm no water tanks –	

		photographic evidence has been taken. This will also form part of the internal audit later in the year.	
	11.2.6	<u>Play Area</u> : It was noted that inspections will need to be undertaken and possibly some remedial repairs.	
<b>12</b>	<b>Draft Fire Risk Assessment report and action plan - Approved</b>		
	12.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	12.2	It was noted that all points had been completed therefore there was no need to monitor any on-going actions required in relation to this report. This was agreed	
<b>13</b>	<b>Items for ratification</b>		
	13.1	There were no decisions to be ratified at this meeting.	
<b>14</b>	<b>SHR update</b>		
	14.1	The Interim Director updated the meeting on the last meeting with the SHR and advised that we are waiting to her back from them re procurement.	ID
<b>15</b>	<b>Governance Improvement Plan update – Noted</b>		
	16.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	16.2	Works completed to date were noted. There were no further comments on this.	
<b>16</b>	<b>Annual Assurance Statement – Standard one – Evidence bank - Noted</b>		
	16.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	16.2	The Director advised about the use of the information as live evidence for assurance of compliance with the Regulatory Framework.	

<b>17</b>	<b>Notifiable Events</b>		
17.1	The Interim Director advised that there were no new notifiable events in the period. One is still open but appropriate action is currently on-going.		
<b>18</b>	<b>Health and Safety Monthly report</b>		
			ID
18.1	A written report by the Interim Director was circulated prior to the meeting and noted.		
<b>19</b>	<b>Correspondence</b>		
19.1	The Director advised of a letter received from GCC re new conditions of grant funding in relation to the Fair Work First practices.		
<b>20</b>	<b>AOCB</b>		
20.1	<u>Resignation from Management Committee:</u> The Director Advised that Olga has resigned from the Management Committee as of this evenings meeting.		
20.2	<u>Broadband:</u> The Director advised that some Tenants had raised concerns regarding availability of Internet access in the area. However, since then it has ben noted that city fibre have been working in the area and this should improve the issues.		
20.3	<u>Allocations Policy Review:</u> The Interim Director gave an update on the consultation session held on 20 <sup>th</sup> June 2023 and advised that information shall also be in the next Newsletter. She further advised that the draft policy and a report on the consultation will be brought to the next Management Committee meeting for consideration.		ID
20.4	<u>Housing Services Assistant:</u> The Interim Director advised the meeting that the has reigned her post. The Management Committee passed on their best wished o her for her future career.		
20.5	<u>Retention:</u> The Interim Director advised the meeting that a Contractor has been in touch re outstanding retention monies. She advised that the amount due now appears to be more		ID

		that had first been anticipated, and budget adjustments may be required. The Interim Director will keep the Management Committee apprised of action required re this.	
	20.6	<u>House Purchase:</u> The Director advised the meeting that the purchase of the property in Millburn St. had completed on 20 <sup>th</sup> June 2023.	
	20.7	<u>AGM:</u> Discussion took place on what information we would be issuing prior to the next AGM. The Interim Director advised that this will be guided by the relevant timetables and she will keep the Management Committee informed in between meetings as required.	ID
	20.8	<u>Blochairn Place:</u> The Operations Manager advised the meeting of on- going correction work required to the fire stops in this area. She updated the meeting on work that has been done to attempt to resolve the issue – mainly in terms of liability (which she confirmed does not lie with the Association). The Operations Manager advised that she will keep the Management Committee up to date with this issue	OM
<b>21</b>	<b>Summary of actions/decisions at this meeting</b>		
	22.1	A review of all decisions/points for action was noted.	
<b>22</b>	<b>Review of the Meeting</b>		
	23.1	The Management Committee felt it had been a good meeting with a lot of discussion.	
<b>23</b>	<b>Date and Time of Next meeting</b>		
	21.1	Tuesday 29 <sup>th</sup> August 2023 at 6pm in the offices of Blochairn HA	All
<b>24</b>	<b>Meeting Close</b> The meeting closed at 8pm.		

Signed:

Date: