

Minutes of the Management Committee Meeting of Blochairn HA, held on 27th August 2024 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED, and via zoom

1 Sederunt		Actions
	Present	Colin Turnbull, Chairperson (this meeting only)
		Leanne McGowan, Committee Member
		Alexandra Lis, Committee Member
		Anthony Carroll, Committee Member
		Kim Stuyck, Committee Member
		Ady Tester, Committee Member
		Julie Ann Cloherty, Committee Member
	In Attendance:	Diane Hendry, Operations Manager
		Patricia Gallagher, Interim Director
		Siobhan Archibold, WBG, Item 5 only
		Louise Kirkland, LX Praxis, item 6 only
		Pat Bradley, Consultant, Item 10 only
	Apologies:	Francis Tierney, Committee Member
		Manal Eshelli, Chairperson
		Martin Forrest, Vice Chair
		In the absence of the Chairperson, the members present nominated Colin Turnbull as the Chairperson for this meeting, Colin accepted this nomination and took over as Chairperson.
2	Declaration of Interest	
	2.1	There were no declarations of interest noted.
3	Approval of minutes of the previous meeting held on 25 June 2024	
	3.1	The minute of the Management Committee meeting of 25th May 2024, was circulated prior to the meeting, approved by Ady Tester and seconded by Julie Ann Cloherty.

4	Matters Arising: Outstanding actions report		
4.1	A written report by the Interim Director was circulated prior to the meeting and approved.		
4.2	In addition to the actions noted on the report for removal, approval was given to remove item 110. It was noted that a report on item 111 will be presented at the next meeting.	ID	
4.3	In response to a question from a Committee Member it was noted that the date on item 113 should now read September.	ID	
4.4	In response to a suggestion from a Committee Member it was agreed that all outstanding actions will be reviewed at the first meeting after the AGM to see which are still relevant, and which can be removed.	ID	
	Siobhan Archibold from Wylie Bisset Group, joined the meeting at this point.		
5	Internal Audit report and action plan – Approved		
5.1	A written report by the Internal Auditors and the Interim Director was circulated prior to the meeting and approved.		
5.2	Siobhan explained to the Management Committee the process undertaken to ensure compliance and recommendations made.		
5.3	Siobhan then took the Management Committee through the reports in details.		
5.4	In response to a question from a Committee Member, an explanation was given of the difference between targets and KPIs.		
5.5	In response to a question from a Committee Member the Operations Manager advised that jobs that were late did not relate to one specific trade or Contractor. She further advised it tended to relate to larger Contractors who tend to do one off jobs. It was reiterated that the % of late jobs was not significant and Siobhan advised that it was below the average seen in the sector.		

	5.6	In response to a question from a Committee Member it was agreed that a brief report on late jobs will be provided at next month's meeting.	OM
	5.7	The Interim Director tabled a copy of the internal Audit action plan. This reflected that all of the recommendations in the reports presented at tonight's meeting were all now complete.	
	5.8	The Management Committee asked that their thanks be given to the Finance Officer for all of her work on getting the Financial Controls and records in order.	ID
		Siobhan was thanked for her attendance and left the meeting at this point.	
		Louise Kirkland joined the meeting at this point.	
6	Quarterly accounts Q1 – April –June 2024 - Approved		
	6.1	A written report by the Finance Agent, Louise Kirkland and the Interim Director was circulated prior to the meeting and approved.	
	6.2	The Finance Agent explained the coding in the accounts re variances in spend against budget.	
	6.3	She then went through the accounts and explained all of the variances in detail. She highlighted the 'other factoring variances' heading and advised this was new on the recommendation of the External Auditor and related to costs for 'ad hoc' works related to factored owners. A committee member advised that she was aware that this was consistent with practice followed by other Housing Associations.	
	6.4	The Finance Agent advised that meeting that a bit more work is required on the void loss, salaries and pension contributions. While the work will not affect the bottom line, it is required for auditing purposes and information will be provided on these areas at the next quarterly report.	FA
	6.5	The Finance Agent further advised that she will be smoothing out the office rates over the year, as it currently shows as an overspend.	FA

	6.6	The Finance Agent confirmed that the variance in the cash balance is reasonable and that all of the Covenants had been met.	
	6.	In response to a question from a Committee Member, the Interim Director confirmed that the insurance costs shown was for all insurances in place.	
	6.8	The Finance Agent advised that going forward, she would be including ratios in the accounts.	FA
		Louise was thanked for her attendance and left the meeting at this point.	
	7	Long Term Investment review - Approved	
	7.1	A written report by the Interim Director was tabled at the meeting and approved.	
	7.2	Following discussion it was agreed to roll over the investment with Virgin bank for a 12 month period.	ID
	7.3	There were no further queries on this report.	
	8	Business Plan Review 2024/25 – Approved	
	8.1	A written report by the Interim Director was circulated prior to the meeting, and via an overhead presentation at the meeting, and approved.	
	8.2	It was agreed that the vision and strategic objectives were still relevant.	
	8.3	Changes suggested to the SWOT and Pestle analysis were agreed.	
	8.4	The intended Outcomes for the strategic objectives were agreed.	
	8.5	There were no further queries or comments on the business plan proposals.	
	8.6	The Interim Director advised that she will update the plan with all changes agreed.	ID

9	Draft Repairs and Maintenance Policy - Approved		
	9.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	9.2	The Management Committee advised that they found the appendix that outline each parties responsibilities very useful. It was agreed to include this in the next Newsletter.	ID
	9.3	In response to a query from a Committee Member the operations Manager confirmed that planning permission may be required for items such as fencing and huts in gardens and it would be the applicant's responsibility to obtain this. It was further confirmed that permission would not be given for alterations that would result in structural changes to the buildings. It was also noted that any alterations approved would become the Association's responsibility once the property became void.	
	9.4	There were no further comments or queries on this report.	
	Pat Bradley joined the meeting at this point		
10	Management Committee appraisals report – Approved		
	10.1	A written report by Pat Bradley, Consultant and the Interim Director was circulated prior to the meeting and approved.	
	10.2	Pat gave an overview of the appraisal procedure and feedback from members who had participated which was that it had been found to be a constructive process.	
	10.3	Pat went through the report in detail and advised that there were no causes for concern.	
	10.4	A discussion then took place on the training plan drafted from the outcome of the appraisals. The Interim Director advised that the plan will be populated and dates advised to the Management Committee.	ID
	10.5	The Interim Director also advised that a committee skills audit and succession plan will now be drafted and that completion of these two items will close off the original governance improvement plan.	ID

11	Verbal Update on Fire Stops issue – Approved		
11.1	The operations Manager gave a verbal update on the fire stops issue and the recommendation was approved.		
11.2	She advised that the final report was still awaited and that there had been progress on negotiations re payment of costs.		
11.3	The Operations Manager advised that a Special Management Committee meeting may be called to look specifically at this topic once the report has been received. The Management Committee were in agreement with this.	OM/ID	
12	AGM Arrangements – Approved		
12.1	A written report was circulated prior to the meeting and approved.		
12.2	All present who were due to step down confirmed that they wished to re-stand for election. The Interim Director advised that she will contact he others due to step down.	ID	
12.3	There were no comments or queries in relation to this report		
13	Transfer of Engagements Update - Noted		
13.1	The Interim Director advised that there had been no progress on this item as it would not progress until Item 11 above had been progressed.		
13.2	She advised that all parties were still hopefully that the process could commence in September 2024.		
14	Items for Ratification		
14.1	It was noted that there were no items for ratification		
15	Confirmation of Rules for AGM - Noted		
15.1	A written report by the Interim Director was circulated prior to the meeting and the contents were noted.		
15.2	There were no comments or queries in relation to this report		

16	AAS – Standards 1,2 and 3 - Noted		
16.1	A written report by the Interim Director was circulated prior to the meeting and the contents were noted.		
16.2	In response to a request from a Committee Member it was agreed that any new items added to the evidence bank will be highlighted in future reports.	ID	
17	Changes to the Regulatory Framework - Noted		
17.1	A written report by the interim Director was circulated prior to the meeting and the contents were noted.		
17.2	There were no comments or queries in relation to this report		
18	SHR update – Noted		
18.1	The Interim Director advised that monthly meeting still took place and updates were given to the regulator at these.		
18.2	She advised that out with the Fire Stops issue there were no major issue at present.		
19	Notifiable Events – Noted		
19.1	In the absence of the Chairperson, a verbal report by the Interim Director given at the meeting and noted.		
19.2	The Interim Director advised that there was one outstanding Notifiable event re the Fire Stops.		
19.3	The Interim Director then advised that there will be another event that will have to be formally notified to the regulator and that she will update on this under A.O.C.B.		
19.4	There were no further queries in relation to this report.		
20	Health and Safety Monthly report - Noted		
20.1	A written report was circulated prior to the meeting and noted.		
20.2	There were no further queries in relation to this report.		

21	Verbal FOI/EIR quarterly report – Noted		
	21.1	The Interim Director advised that meeting that the first quarterly return had been submitted within timescale. She advised that here had been 2 received in the quarter.	
	21.2	There were no further queries in relation to this report.	
22	Correspondence		
	22.1	It was noted that there was no correspondence to report.	
23	AOCB		
	23.1	<u>Operations Manager</u> The Operations Manager advised the meeting that she had formally tendered her resignation as of the end of November. All present wished her well in her new position. In response to a question from a Committee Member, the Interim Director advised that discussions will be held re a replacement for the Operations Manager and the position will be dependent of ongoing workload and the Transfer of Engagements.	ID
	23.2	<u>Resignation of a Committee Member</u> The Interim Director advised that John Welsh has tendered his resignation. The Management Committee wished to thank John for his contribution to the Association and agreed to send a small token gift as a thank you.	ID
	23.3	<u>Approval of Share Application</u> SHARE members 442 and 443 were approved. Use of the seal was approved for signing of the SHARE certificates.	ID
	23.4	<u>Staffing Sub-Committee</u> It was noted that the staffing sub-committee was postponed tonight as it would have been inquorate. It was agreed to reconvene it next month.	ID
	23.5	<u>Zoom equipment</u> It was agreed that a speaker or similar was to be sourced for the next meeting to assist with sound when on Zoom.	ID
	23.6	<u>Committee Papers</u> It was noted that the Interim Director will source a better way for issuing of Management Committee papers.	ID

24	Summary of actions / decisions at this meeting		
	24.1	A review of all decisions/points for action was read out and agreed.	
25	Review of the meeting		
	25.1	Members felt that the meeting had gone well and all matters had been dealt with timeously and effectively.	
26	Date and time of next meeting		
	26.1	Tuesday 3 rd September 2024, immediately after the AGM	
27	Meeting Close		
	The meeting closed at 7.50pm		

I can confirm that these minutes are a true record of the meeting

Signed:

Date: