

Minutes of the Management Committee Meeting of Blochairn HA, held on 28th February 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

1	Sederunt	Actions
	Present	Frances Tierney, Secretary
		Sakina Masih, Committee Member
		Martin Forrest, Vice Chair
		John Welsh, Committee Member
		Jean O'Neill, Committee Member
		Mary Gibb, Committee Member
		Helen McCartney, Committee Member
		Kim Stuyck, Committee Member
		Olga Vassiljeva, Committee Member
		Leanne McGowan, Committee Member
	In Attendance:	Patricia Gallagher, Interim Director Diane Hendry, Operations Manager Ryan Wood, Wylie Bisset, item Matthew McDermott, Wylie Bisset, Item 7-9 only Paul McNeill, HR Consulting, Items 7-9 only
2	Apologies	Manal Eshelli, Committee Member Michelle Murray-Moore, Chairperson Alexandra Lis, Committee Member
	<p>In the absence of the Chairperson, it was agreed that Martin Forrest, the vice-chair would chair the meeting. It was agreed that changes would be made to the agenda to allow items where there are guest speakers to be heard first.</p> <p>Martin introduced Leanne McGowan to the meeting, as a co-optee.</p>	
3	Registration Of Interests	
	3.1	There were no registrations of interest noted.
4	Minutes of previous Management Committee meeting of 31 January 2023 - Approved	
	4.1	The minute of the Management Committee meeting of 31st January 2023, was circulated prior to the meeting and approved by Helen McCartney and seconded by Mary Gibb.
5	Minutes of previous Management Committee meeting of 15 February 2023 - Approved	

	5.1	The minute of the Management Committee meeting of 15 th February 2023, was circulated prior to the meeting and approved by Martin Forrest and seconded by Frances Tierney	
6	Matters Arising – Outstanding Actions report – Approved		
	6.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	6.2	An update was given on each action and no's 6,7,13, 14, 15,18 and 20 were noted and agreed as complete and approval was given to remove them from the report.	ID
7	Quarterly Accounts to end December 2023 - Approved		
	7.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	7.2	The accountant explained the operating surplus calculation. He highlighted changes to the medical adaptations and estate cost figures.	
	7.3	The accountant spoke through the notes to all the variances	
	7.4	It was advised that the note to salary costs should read ex Director not ex Finance Director.	
	7.5	The variance in the balance sheet and changes to current assets were noted.	
	7.6	The Accountant advised that all covenants had been met.	
	7.7	Following discussion it was agreed to send a copy of the recent valuation to the accountants and for the new figures to be used going forwards.	
	7.8	The Interim Director advised that information on long term deposits will be included in the quarterly accounts in future.	
	7.9	There were no further queries on the quarterly accounts and they were approved,	
8	Draft Budget - approved		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	ID
	8.2	It was noted that the Accountants had been asked to make some changes to the draft budget after the papers for this meeting had been issued. It was agreed that these would be highlighted individually during the meeting.	WB

	8.3	Following discussion, it was confirmed that the interest rate on the outstanding loan is base plus 1.65%.	
	8.4	In response to a question it was confirmed that the Association only has one loan in place.	
	8.5	The Interim Director advised that a final budget, including all of the verbal changes advised, will be presented at the next Management Committee.	
	8.6	There were no further queries on this report.	
9	Options Approval update - Approved		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	A review of the issues facing the Association was given and a discussion took place on timescales.	
	9.3	With regard to the recommended option, discussion took place on the likely timescales.	
	9.4	Discussion also took place on the role of the regulator in the process.	
	9.5	Approval was given to proceed with the recommended option. Interim Director to ensure that the Management Committee is kept apprised of progress at all times.	ID
10	Whistleblowing Complaints outcome - Approved		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	10.2	The Management Committee approved the recommendations and approved the submission of the report to the Scottish Housing Regulator	
11	Draft Communications Policy - Approved		
	11.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	11.2	It was noted that approval and implementation of this policy completes the actions outstanding from the IT Internal Audit carried out in 2020,	
12	Wider Role Report – Noted		
	12.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	12.2	The Management Committee noted the outcomes from the Welfare rights and financial capability services.	

13	Items for ratification		
	13.1	It was noted that there were no items for ratification	
14	Management Committee Training - Noted		
	14.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	14.2	The Interim Director advised that a reminder will be sent out nearer the time and confirmed that the training would be held via zoom.	ID
		A motion was raised to suspend standing order to allow the meeting to continue. This was agreed.	
15	EVH Final Wage increase Agreement 2023/24 - Noted		
	15.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	15.2	The Interim Director confirmed that the wage increase would be a 5.25% increase as of April 2023 and a payment of £150 at the end of Jan, Feb and March.	
16	Health and Safety Monthly Report - Noted		
	16.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	16.2	There were no further comments on this report.	
17	Correspondence		
	17.1	It was noted that there was no correspondence to report.	
18	A.O.C.B.		
	18.1	<u>Performance report</u> : The Operations Manager tabled a performance report. It was noted that this will be expanded and reported to the Management Committee on a quarterly basis.	OM
	18.2	<u>Internal Audit</u> : The Interim Director advised that Wylie Bisset were the preferred Auditor following a price/quality assessment. The Management Committee approved his appointment.	ID
	18.3	<u>Wider Role</u> : The interim Director advised that funding has been received for 3 years for the Financial Capability Officer, which would require a £2500p.a. contribution from the Association. The Management Committee approved this contribution.	

		It was noted that funding had not been secured for the Tenancy Services officer role and hat o continue with this the cost may be between £6/£7k p.a. The Interim Director to get costs confirmed and speak to the Chairperson outwith the meeting if a decision required before the next Management Committee meeting.	C/ID
	18.4	<u>Garden Maintenance Contract:</u> The Interim Director advised that timescales did now not allow for a full tendering exercise to be carried out for this contract. She advised that a negotiated price of £33k excl. VAT had been proposed by the current Contractor, and that they had been advised that formal contract documents will be drafted should we proceed with them. Management Committee members recommended another contractor however it was noted that they may not be able to work with the Association as per the Entitlements, Benefits and Payments policy. The Interim Director will check this and speak to them should this not be the case. It was further noted that a full tendering exercise will be put in place for next year.	ID
	18.5	<u>IPADS:</u> The Interim Director asked if any Management Committee member has an Ipad, that they do not/will not use, to return it to the office.	MC
	18.6	Donation Request: further to a request from St Roch's primary school the Management Committee approved a donation of £100 for outdoor storage.	ID
	18.7	Play Park: In response to a question the Director advised that there has been no confirmation of funding for this to date.	
19	Summary of Actions/decisions at this meeting		
	19.1	A review of all decisions/points for action was made and approved.	ID
20	Review of the Meeting		
	20.1	Apologies were given for the lack of refreshments. The Management Committee felt it had been a good meeting and a lot of issues had been covered.	
21	Date and Time of Next meeting		
	21.1	Tuesday 28 th March 2023 at 6pm in the offices of Blochairn HA	All
22	Meeting Close The meeting closed at 8.20pm		

Report to: Management Committee meetings of

28/03/2022

