

Minutes of the Management Committee Meeting of Blochairn HA, held on 28th May 2024 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

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| | Present | Manal Eshelli, Chairperson |
| | | Martin Forrest, Vice Chair |
| | | John Welsh, Committee Member via zoom |
| | | Alexandra Lis, Committee Member |
| | | Kim Stuyck, Committee Member |
| | | Leanne McGowan, Committee Member |
| | | Anthony Carroll, Casual Vacancy |
| | | Colin Turnbull, Co-optee, |
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| | In Attendance: | Diane Hendry, Operations Manager |
| | | Andrew MacDonald, Administration |
| | | Louise Kirkland, LK Praxis – Item 14 only |
| | | Ady Tester, Observer |
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| | Apologies: | Patricia Gallagher, Interim Director |
| | | Mary Gibb, Committee Member, Special Leave |
| | | Francis Tierney, Committee Member |
| | | Julie Ann Cloherty, Committee Member |
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| 2 Declaration of Interest | | |
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| | 2.1 | There were no declarations of interest on any agenda items. |
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| 3 Resignation of Management Committee Member | | |
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| | 3.1 | The Operations Manager advised the meeting that Helen McCartney has resigned from her position on the Management Committee. The Committee wished to express their thanks to Helen for her service. |
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| 4 Appointment of Casual Vacancy | | |
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| | 4.1 | The Operations Manager advised the above resignation created a casual vacancy. As Julie Ann Cloherty has been the |

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| | | longest serving Co-optee it was recommended that she be offered this position. All Committee Members agreed this. | |
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| | 4.2 | Julie Ann was not in attendance but had confirmed she would be happy to accept should the Committee agree to the offer. This acceptance was recorded | |
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| 5 | Minutes of previous Management Committee meeting of 30th April 2024 | | |
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| | 5.1 | The minute of the Management Committee meeting of 30th April 2024, was circulated prior to the meeting, approved by Alex Lis and seconded by Kim Stuyck. | |
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| 6 | Matters Arising: Outstanding actions report | | |
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| | 6.1 | A written report by the Interim Director was circulated prior to the meeting and approved. | |
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| | 6.2 | Approval was given to remove all actions marked as complete. Updates were given on all other relevant items. | |
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| | 6.3 | In relation to item number 100, the Operations Manager advised that the Chair and Vice Chair prior to issue would approve correspondence to tenants in respect of PAS9980 assessment. | OM |
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| 7 | Annual Return on the Charter – Approved | | |
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| | 7.1 | A written report and draft completed ARC return 2023/24 was circulated was circulated prior to the meeting by the Interim Director and approved for submission to the Scottish Housing Regulator. | |
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| | 7.2 | The Operations Manager highlighted the increase in SHQS compliance from 62% 22/23 to 97% in 24/25. It was explained satisfaction indicators had not changed due to the timing of 3 yearly tenant satisfaction surveys. Members were advised of the reason for the increase in staff sickness levels. | |
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| | 7.3 | A Committee query was raised as to why failures in SHQS were being recorded as exemptions as opposed to abeyances. OM explained that it was in relation to the Scottish Government guidance definitions but this would be double | OM |

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| | | checked prior submission. The reason for failures in gas servicing was also explained. | |
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| 8 | Internal Audit Action Plan 2024/25 – Approved | | |
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| | 8.1 | A written report by the Interim Director was circulated prior to the meeting and approved. | |
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| | 8.2 | The change from the original programme was noted. There was a Committee query as to whether there would be any merit in undertaking an audit of regulatory standard 7 in respect of the transfer of engagements. OM advised this would be looked at and reported back on. | ID |
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| | 8.3 | There were no further queries in relation to the report. | |
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| 9 | Internal Audit 2023/24 Action Plan Update | | |
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| | 9.1 | A written report by the Interim Director was circulated prior to the meeting and approved. | |
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| | 9.2 | It was noted that all outstanding actions had been completed except two, which would done following the Committee appraisals that are currently ongoing. | |
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| | 9.3 | There were no further comments or queries on this report. | |
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| 10 | Five Year Financial Projections (FYFP) – Approved | | |
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| | 10.1 | A written report and draft completed FYFP return was circulated prior to the meeting by the Interim Director and approved for submission to the Scottish Housing Regulator. | |
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| | 10.2 | The changes to the projections re the reclassification of spend to the fire stops was noted and approved. It was agreed to update the budget to reflect this. | |
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| | 10.2 | A discussion took place around the financial assumptions and. Committee referenced the in depth scrutiny that had recently taken place on the 30 year plan and therefore were comfortable with the contents of the five year projections. | |
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| | 10.3 | There were no further comments or queries on this report. | |
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| 11 | Annual Loan Portfolio – Approved | | |
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| 11.1 | A written report and draft completed Annual Loan Portfolio return was circulated prior to the meeting by the Interim Director and approved for submission to the Scottish Housing Regulator. | | |
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| 11.2 | The OM highlighted that the Association only has one outstanding loan with Unity Trust Bank and all covenants are being complied with. | | |
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| 11.3 | There were no further comments or queries on this report. | | |
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| 12 | Draft Domestic Abuse Draft Policy – Approved | | |
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| 12.1 | A written report and draft domestic abuse policy was circulated prior to the meeting by the Interim Director. The policy was approved without amendment. | | |
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| 12.2 | The OM discussed the criteria required to sign up to the CIH take a stand pledge in respect of domestic abuse. The Committee instructed that the Association should proceed to join the existing 400 organisations who have already signed up. | ID | |
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| 12.3 | The Management Committee noted the value of providing advice and assistance for those affected by domestic abuse. | | |
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| 13 | Long Term Investment Report | | |
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| 13.1 | A written report by the Interim Director was circulated prior to the meeting. | | |
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| 13.2 | Following discussion the Committee agreed that money be reinvested for a further 6 months with the Allied Irish Bank at an interest rate of 4.2% | | |
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| 13.3 | There were no further comments or queries on the report | | |
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| 14 | Quarter 4 Management Accounts – Approved | | |
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| 14.1 | A written report along with Q4 management accounts was circulated prior to the meeting. The Committee approved the accounts. | | |
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| | 14.2 | Louise Kirkland presented the accounts via zoom. Key items highlighted were the increase in bad debt to include bad debt provision and the reclassification of medical adaptations from being capitalised to being income & expenditure transactions. | |
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| | 14.3 | It Was noted that all covenants and ratios have been met. | |
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| | 14.4 | There were no comments or queries on the presentation. | |
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| 15 | Annual Lettings Quotas and KPI's – Approved | | |
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| | 15.1 | A written report by the Operations Manager was circulated prior to the meeting. The Committee approved all recommendations within the report. | |
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| | 15.2 | A discussion took place in respect of the annual letting quotas, particularly around the homeless situation in Glasgow. It was clarified that quotas are set generally to provide guidance to staff and applicants when allocating houses. Committee also noted rent arrears potentially could increase over the next couple of years with the migration from Housing Benefit to Universal Credit. | |
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| | 15.3 | There were no further queries in relation to this report. | |
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| 16 | Transfer of Engagements – Verbal Update – Noted | | |
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| | 16.1 | The OM advised that Spireview HA were committed to the transfer and were waiting the outcome of the PASS9980 assessment to discuss with their Management Committee. Members were informed the opening of the building was scheduled for W/C 01/07/24 and the report should be available approximately 4 weeks later. | |
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| 17 | Items for Ratification | | |
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| | 17.1 | There were no items for ratification. | |
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| 18 | SHR update – Verbal | | |
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| | 18.1 | Members were advised by the OM that the rescheduled meeting with the SHR had now taken place. It was noted the main item of concern is the outstanding PASS9980 assessment. Indicative timescales were given. | |
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| | 18.2 | There were no other significant issues raised | |
| 19 | Quarterly FOI and EIA report | | |
| | 19.1 | The OM verbally confirmed the relevant quarterly returns had been made in respect of FOI and EIA. There had been 4 FOI requests in the quarter that had all been dealt with within the statutory timescales. Two requests were received from tenants and 2 from external parties. | |
| | 19.2 | There were no further queries in relation to this report. | |
| 20 | Notifiable Events – Verbal | | |
| | 20.1 | The Chair did not have any updates on notifiable events with SHR. The OM advised the only current open case is the firestop issue. | |
| 21 | Health and Safety Monthly Report | | |
| | 21.1 | A written report by the Interim Director was circulated prior to the meeting and the contents were noted | |
| | 21.2 | There were no comments or queries in relation to this report | |
| 22 | Correspondence | | |
| | 22.1 | No correspondence was received. Members were asked to note the monthly EVH update which was circulated to all via email. | |
| 23 | AOCB | | |
| | 23.1 | The OM reminded all Committee member that had not already done so to book in for an appointment for the annual appraisal | All |
| | 23.2 | The OM advised that a request had been received from Spireview HA to joint fund the energy project for 2 months until the outcome of a further funding bid is known. The maximum cost to BHA will be £3066, however this may be reduced to £1533. Members felt this was a worthwhile project and agreed to the proposal. A member suggested applying to Dennistoun Area Action Partnership for £500 to contribute to this cost. | OM |

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| 24 | Summary of actions / decisions at this meeting | | |
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| | 24.1 | A review of all decisions/points for action was read out and agreed. | |
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| 25 | Review of the meeting | | |
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| | 25.1 | Members felt that it had been a good meeting | |
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| 26 | Date and time of next meeting | | |
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| | 26.1 | Tuesday 25 th June 2024 at 6pm | |
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| 24 | Meeting Close | | |
| | The meeting closed at 7.35pm. | | |

Signed:

Date: