

Minutes of the Management Committee Meeting of Blochairn HA, held on 29TH November 2022 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

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	Present	Manal Eshelli, Committee Member
		Martin Forrest, Vice Chair
		Michelle Murray-Moore, Chairperson
		Jean O'Neill, Committee Member
		Frances Tierney, Secretary
	In Attendance:	Patricia Gallagher, Governance Consultant
		Angela MacDonald, Housing Services Officer
		Pat Davidson, Corporate Services officer
		Ryan Wood, Wylie Bisset, item 6 only
		Matthew McDermott, Wylie Bisset, item 6 only
2	Apologies	Alexsandra Lis, Committee Member.
		Sakina Masih, Committee Member
		John Welsh, Committee Member
		Mary Gibb, Committee Member
		Helen McCartney, Committee Member
		Kim Stuyck, Committee Member
	Due to illness, it was agreed that Martin Forrest would Chair this meeting.	
3	Registration Of Interests	
	3.1	Approval was given to add an item to the Agenda at item 5. Pat Davidson and Angela McDonald were advised that they would have to register an interest in this item,
	3.2	Pat Davidson and Angela McDonald registered an interest in item 11
4	Matters Arising	
	The following matters arising were noted:	
	4.2	Date of next meeting still to be confirmed.
		CSO

	9.3	Information on insurance for petty cash in office and in transit was checked and relevant Staff were informed.	
	12.2	The Annual Assurance Statement was submitted on time.	
	16.1	The Corporate Services officer advised that she is still researching this issue.	CSO
		Pat Davidson and Angela McDonald registered an interest in this item and both left the meeting at this point.	
5	Confidential Issues– Approved		
	5.1	Confidential minutes redacted.	
		Pat Davidson and Angela McDonald re-joined the meeting at this point	
		Matthew McDermott and Ryan Wood from Wylie Bisset joined the meeting at this point.	
6	Quarterly Management Accounts to end September 2022 - Approved		
	6.1	An updated set of accounts were circulated at the meeting. The Finance Agent went through all of the changes in detail and the accounts were approved.	
	6.2	It was noted that details of spend at the same quarter in the previous year were now included in the accounts for reference.	
	6.3	The Finance Agent advised that the Statement of Comprehensive Income (SOI) provided a top level overview of the financial position of the Association. He also advised of the change in interest rates from the start of this financial year to present day – noting it changed from 0.5% to 3%. He advised this will be reflected in the accounts going forwards.	
	6.4	The Finance Agent advised that the rental income within the budget had not been set at the correct level at the start of the year (rent increase assumption was still being used rather than actual rent increase having been applied). It was noted that this is why there is a variance. Following discussion around the table it was agreed that this be rectified in the next quarterly accounts to ensure an accurate picture is being shown.	FA

	6.5	It was noted that some stage 3 adaptations have been processed and Staff are just working with GCC to enable them to make claims due to the recent change in Staff at the Association.	
	6.6	In response to a question on no bad debts being accounted for, the Finance Agent advised that this was due to an SDM accounting issue. It was noted that this is currently included within debtors. He advised that he will speak to the Association's Finance Assistant to look at this.	
	6.7	The Finance Agents were asked not to use Staff names in reports and refer to positions instead.	FA
	6.8	An increase in the cash balance at the end of Q2, of approx. £200k was noted.	
	6.9	The Finance Agent then explained the ratios report and confirmed that all covenants have been met.	
	6.10	The Management Committee were asked for their feedback on the format of the accounts. They requested that the pages be numbered for reference purposes and that the accounts be printed in colour to allow for variances to be highlighted more clearly.	FA/ID
		Matthew McDermott and Ryan Wood were thanked for their attendance and left the meeting at this point.	
7	Whistleblowing Policy - Approved		
	7.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	7.2	It was noted that training on whistleblowing will be undertaken at the strategy day on the 4 TH December.	
	7.3	There were no further queries on this policy.	
8	Staff Code of Conduct - Approved		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	It was noted that all Staff would be required to read and sign the policy after it was approved.	
	8.3	There were no queries raised in relation to this policy.	

9	Revised Policy Review Dates - Approved		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	It was noted that this will be a live document and any timescales not met will be reported and new revised dates agreed.	ID
	9.3	There were no queries raised in relation to this report.	
10	Equalities Data Collection - Approved		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	10.2	The Management Committee discussed the options available in relation to the ethnic mix of residents in the area, and the advantages and disadvantages of collating equalities data anonymously, or otherwise.	
	10.3	It was agreed to collect the data anonymously and to write to all Tenants where English is not the first language of the household to ask about translation requirements for any information sent out. It was noted that this will take place in January 2023.	HSO./ID
11	Health and Safety Policy – Approved and signed		
	11.1	A written report by the Corporate Services Officer was circulated prior to the meeting and approved.	
	11.2	The Health and Safety statements were signed by all present. The Corporate Services Officer will arrange for all others to sign the documents as soon as possible.	CSO
		Pat Davidson and Angela McDonald registered an interest in this item and both left the meeting at this point.	
12	EVH Wage Ballot – Approved		
	12.1	A written report by the Interim Director was circulated prior to the meeting and approved.	

	12.2	The Management Committee held a brief discussion on the proposal. No concerns were raised in relation to the proposal. Approval was given to the Interim Director to submit the Association's response to EVH.	
		Pat Davidson and Angela McDonald re-join the meeting at this point.	
13	Christmas Arrangements - Approved		
	13.1	A verbal report was given by the Interim Director and following discussion, was approved.	
	13.2	The Management Committee agreed to: <ul style="list-style-type: none"> • Close the office over the Xmas and New Year period. • Close the office at 1pm on Friday 23rd December 2022 • Angela McDonald being on emergency call. • A Staff and Management Committee Christmas lunch being arranged. 	CSO
14	Governance Improvement Plan – Approved		
	14.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	14.2	It was noted that the format of this report will be changed going forwards in light of issues discussed at point 5.	ID
	14.3	There were no further queries raised in relation to this report.	
15	Christmas Bonus - Ratified		
	15.1	The Chairperson (MMM) advised that she had approved the bonus of £10 to pensioners and children in the area, in line with previous years. She advised that this decision had been made between meetings to enable the administration work to be done so that payments could be issued before Xmas.	
	15.2	No queries were raised in relation to this and the decision was ratified.	
16	EVH monthly Newsletter - Noted		
	16.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	16.2	The Interim Director asked the Management Committee to let her know if they wished any further information on anything in the newsletter, to let her know.	

	16.4	Following discussion it was agreed to send this newsletter by email to the Management Committee when it is received rather than including it within the papers.	ID
17	Royston Strategy Group Minutes - Noted		
	17.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	17.2	It was agreed that these minutes will be brought to this meeting so that the Management Committee can inform the Association's rep/s of their views of on-going issues so that these can be represented at the meetings.	CSO./ID
18	Garden Survey Results – Noted		
	18.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	18.2	It was agreed that the feedback on the survey re Tenants willingness to pay for additional services will be taken forwards via the Tenant Participation strategy once it is updated.	ID
19	Notifiable Events - Noted		
	19.1	The Chairperson (MMM) advised that there had been no notifiable events raised.	
20	Health and Safety Monthly report - Noted		
	20.1	A written report by the Corporate Services Officer was circulated prior to the meeting and noted.	
	20.2	The secretary agreed to attend a health and safety walkabout in the office.	CSO
21	Correspondence		
	21.1	There was no correspondence received.	
22	A.O.C.B.		
	22.1	The Corporate Services Officer advised of an invitation to apply for funding from EVH. She gave details to the Management Committee of an application she would like to submit on behalf of the Association and this was approved.	
	22.2	The Corporate Services Officer updated the Management Committee on funding available to Community Anchor	

		organisations. She advised of an application being made on behalf of the Association and this was approved.	
23	Summary of actions/decisions at this meeting		
	23.1	All actions agreed were confirmed. It was noted that an outstanding actions report will be prepared for future meetings for monitoring. This was agreed.	CSO
24	Review of the meeting		
	24.1	It was felt that the timing of the meeting had gone well as there had been concerns at the amount of paperwork and issues to be covered.	
25	Date and Time of next Meeting		
	25.1	Tuesday 13 December 2022 at 6pm, in the Association's office at 1 Blochairn Road, and via zoom.	All

Signed:

Date: 13 December 2022