

Minutes of the Management Committee Meeting of Blochairn HA, held on 29th August 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

1 Sederunt		Actions
	Present	Michelle Murray-Moore, Chairperson
		Martin Forrest, Vice Chair
		Mary Gibb, Committee Member
		Alexandra Lis, Committee Member
		Frances Tierney, Secretary, via Zoom
		Jean O'Neill, Committee Member
		Kim Stuyck, Committee Member
		John Welsh, Committee Member
		Manal Eshelli, Committee Member
	In Attendance:	Diane Hendry, Operations Manager
		Patricia Gallagher, Interim Director
		Ryan Wood, Wylie Bisset, Item 5 only
		Pat Bradley, Gleneagles HR and Management Consultancy, Item 7 only
	Apologies:	
		Helen McCartney, Committee Member
		Leanne McGowan, Committee Member
2 Declaration of Interest		
2.1	There were no declarations of interest noted.	
3 Minutes of previous Management Committee meeting of 27 June 2023 - Approved		
3.1	The minute of the Management Committee meeting of 27th June 2023, was circulated prior to the meeting and approved by Mary Gibb and seconded by Jean O'Neill.	
4 Matters Arising – Outstanding Actions Report – Approved		
4.1	A written report by the Interim Director was circulated prior to the meeting and approved.	

	4.2	Approval was given to remove all actions marked as complete.	ID
	4.3	The Interim Director circulated a copy of the revised household information from the Business Plan.	
	4.4	The Interim Director gave an update on the full costs to the Association in relation to the acquisition of the property in Millburn Street, after full acquisition costs and legal fees were paid by GCC.	
	4.5	There were no further updates or queries on any of the items in the report.	
		Ryan Wood from Wylie Bisset joined the meeting at this point via zoom.	
5	Quarterly Management Accounts – Q1 to end June 2023 – Approved		
	5.1	A written report by the Interim Director and Wylie Bisset was circulated prior to the meeting and approved.	
	5.2	Ryan Wood provided an overview of the quarterly accounts via a presentation. He gave an update of the highlights re performance. He advised that the deficit is primarily due to the increase in interest rates.	
	5.3	Ryan highlighted some spend where full annual costs had been paid in this quarter and he advised that this will level off throughout the financial year.	
	5.4	A query was raised re some of the quarterly budget figures actually showing the annual amount. Ryan advised that he will issue a revised set of accounts to show the correct figures.	
	5.5	In response to a question Ryan advised that although some of the budget figures were wrong, all of the bottom line figures and variances were correct.	
	5.6	Ryan confirmed that the Association met all of its covenant and ratio requirements.	
		Ryan Wood was thanked for their attendance and left the meeting at this point.	

6	Draft Allocation Policy - Approved		
	6.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	6.2	An in depth discussion took place on the Policy and the following was agreed: <ol style="list-style-type: none"> 1. Owner occupiers would be allowed to access the waiting list as noted. 2. After discussion on the quota for Students, the quotas were agreed, subject to the wording being revised around the criteria for this, as agreed. 3. A sliding scale of points has to be introduced for the abuse, harassment and discrimination category, as agreed. 4. The wording for essential workers has to be revised as agreed. 	ID
	6.4	There were no further queries in relation to the Allocation Policy and it was approved, subject to the changes detailed above.	
		Pat Bradley of Gleneagles HR and Management Consultancy joined the meeting at this point.	
7	Draft Management Committee Appraisal report - Approved		
	7.1	A written report by the Interim Director and Pat Bradley of Gleneagles HR and Management Consultancy was circulated prior to the meeting and approved.	
	7.2	The report was approved for submission to the Scottish Housing Regulator.	ID
		Pat Bradley was thanked for his attendance and left the meeting at this point.	
8	Draft Openness And Accountability - Approved		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	There were no queries raised on the report and it was approved for immediate implementation.	

9	Draft Management Committee expenses policy - Approved		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved	
	9.2	There were no queries raised on the report and it was approved for immediate implementation.	
10	Draft Lift Policy - Approved		
	10.1	A written policy by the Operations Manager was circulated prior to the meeting and approved.	
	10.2	The Operations Manager advised that this policy would ensure that the Association is meeting all of its legal requirements in relation to lift maintenance and inspections.	
	10.3	There were no further queries or questions raised in relation to this report.	
11	AGM arrangements - Approved		
	11.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	11.2	It was agreed that Martin Forrest and John Welsh would both step down and would stand for re-election, along with all co-optees.	
12	Whistleblowing Report action points update - Approved		
	12.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	12.2	It was noted that this matter was now closed as there were no actions outstanding.	
13	Stock Condition Survey Proposal - Approved		
	13.1	A verbal report was given to the meeting by the Operations Manager and approved.	

	13.2	The Operations Manager explained the background to undertaking the Survey and the prices based on a 40% or 60% survey.	
	13.3	She further confirmed the arrangements for the payment of the survey.	
	13.4	On the basis of the Operations Managers report the Management Committee approved the arrangements for the stock condition survey.	OM
		A motion to suspend Standing Orders to allow for the continuation of the meeting was agreed.	
14	Long Term Deposit Renewal - Approved		
	14.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	14.2	The Interim Director advised that the 5.5% bond referred to in the report was actually only available for personal customers.	
	14.3	It was agreed that the AIB investment will be continued for a 9 month period.	ID
15	Asbestos Report - Approved		
	15.1	A written report by the Operations Manager was circulated prior to the meeting and noted. The Committee were advised that a desktop review of the Associations asbestos system had been completed by ACS. The 3 main areas to be looked at are policy, need for increased sampling and creation of a robust asbestos register.	
	15.2	The Committee approved the action plan contained within the report and the cost of £4,536 to increase asbestos testing.	OM
16	Letter to Tenants re Options Appraisal - Ratified		
	16.1	The Interim Director advised that the office Bearers had reviewed and approved the letter that was issued to tenants and owners about the options appraisal. This was noted by the meeting.	
	16.2	This decision was ratified by the Management Committee.	

17	Payment of Retentions - Ratified		
	17.1	The Interim Director advised that an invoice for the above had been reviewed and approved by the Chairperson. The Interim Director confirmed the amount of the payment. It was noted that this payment related to Blochairn contracts 1,2 and 3 and that there was more outstanding than the Interim Director was aware of. The Interim Director also confirmed that the QS on this contract – Reid Associates has approved the release of the retention, in line with the contract requirements.	
	17.2	The Interim Director also advised that no provision had been made in accounts from previous years for this – as a carry forward item, and as such it was not within this year’s budget.	
	17.3	This decision was ratified by the Management Committee.	
18	Authorisation of Fencing Contract - Ratified		
	18.1	The Operations Manager confirmed that divisional fencing at 2-36 Sandmill Street required to be replaced this financial year because of poor condition and the inability to further repair. 3 contractors had quoted for the work and Lochlie construction submitted the lowest tender at £23,760 ex vat.	
		This decision was ratified by the Management Committee.	
19	SHR update – Verbal		
	19.1	The Interim Director advised that she has been keeping The Association’s Regulation Manager up to date with progress. No concerns had been raised re any issues.	
20	AGM confirmation of Rules - Noted		
	20.1	A written report by the Secretary was circulated prior to the meeting and noted.	
	20.2	There were no further queries raised on this report.	
21	Quarterly Performance Report - Noted		
	21.1	A written report by the Operations Manager was circulated prior to the meeting and noted.	

	21.2	There were no further queries raised in relation to this report.	
22	Quarterly Complaints report – Q1 April-June 2023 - Noted		
	22.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	22.2	The Interim Director advised that since compiling the report it has been noted that some complaints may have been under different categories on the system and may not have been picked up. It was noted that this would be rectified when the next quarter report is being done and a revised report for this month will be reproduced if required.	ID
	22.3	There were no further queries raised in relation to this report.	
23	Annual Assurance Statement – Standard Two and Three – Evidence bank - Noted		
	23.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	23.2	The Director advised about the use of the information as live evidence for assurance of compliance with the Regulatory Framework.	
24	Notifiable Events – Noted		
	24.1	The Chairperson advised that there were no new notifiable events in the period. One is still open but appropriate action is currently on-going.	
25	Health and Safety Monthly report		
	25.1	A written report by the Interim Director covering July and August was circulated prior to the meeting and noted.	
26	Correspondence		
	26.1	The Director advised of a letter from Triodos Bank that advised of the new interest rate on our account with them.	

	26.2	The Director advised of a letter from St Roch's FC asking for a £300 donation. The Management Committee declined making a donation this at this time.	
27	AOCB		
	27.1	The Interim Director advised that SHAPS have advised that should the Association choose to leave the pension scheme, the debt on withdrawal at the present time would be £457,121.	
	27.2	The Interim Director advised that the quarterly FOI and EIR return has been made to the Information Commissioner. She further advised that there were 0 requests to report on.	
	27.3	The Interim Director advised that enquiries were made re a further buy back but that GCC then advised they did not have the funds for this. The owner was advised that the Association would not be proceeding with this.	
	27.4	The Interim Director advised that the Association has successfully renewed its cyber essentials accreditation.	
	27.5	The Interim Director gave an update on the funding that has been received for the play park. She advised that revised quotes have been sent to the funders and she is awaiting feedback.	
	27.6	The Interim Director advised that the Association has received funding via the SFHA for support to tenants with energy-efficiency measures. She advised that £39,065 was received as part of a joint bid with Spireview and Ardenglen HA. She confirmed that the monies would be spent on specific items that are aimed at helping keep fuel bills down and that the items will be distributed pro rata based on the size of each organisation.	
	27.7	Following a verbal report from the Interim Director the Management Committee approved the appointment of Paul McNeill to assist as a Consultant on the proposed Transfer of Engagements.	
	27.8	In response to a question from a Committee Member the Interim Director advised that she will look into the position re the re-development of the Milburn Centre.	
28	Summary of actions/decisions at this meeting		

	28.1	A review of all decisions/points for action was noted.	
29	Review of the Meeting		
	29.1	It was noted that there had been a lot of paperwork for this meeting. It was noted that this should reduce for future meetings as most of the improvement plan work was now complete. It was also noted that there had been a lot of good discussion around the table on the agenda items.	
30	Date and Time of Next meeting		
	30.1	Tuesday 5 th September 2023 immediately after the AGM and Public Meeting.	All
31	Meeting Close		
		The meeting closed at 8.45pm.	

Signed:

Date: