

**Minute of the Management Committee meeting
held on **Tuesday 30 August 2022**
in the offices of Blochairn Housing Association**

Present: Martin Forrest; Mary Gibb; Aleksandra Lis; Sakina Masih; Helen McCartney; Michelle Murray-Moore; Kim Stuyck; Frances Tierney; Olga Vassiljeva; John Welsh

In Attendance: Michael Carberry (Director); Patricia Davidson (Corporate Services Officer); Matthew McDermott (Finance Agent - Wylie + Bisset) (Item 9 only).

1) Apologies

An apology was received from Manal Eshelli.

2) Declarations of Interest

Frances Tierney and John Welsh declared an interest in Item 20(b) and left the meeting during discussion.

3) Election of Office Bearers

The Director invited nominations for the position of Chairperson. There was discussion around who may be willing to serve. Michelle Murray-Moore was proposed and seconded and was duly elected. The Chairperson asked for nominations for the position of Vice Chairperson. Martin Forrest was proposed and seconded and was duly elected. The Chairperson asked for nominations for the position of Secretary. Frances Tierney was proposed and seconded and was duly elected.

4) Election of Sub Committees

a) Health Safety & Human Resources

It was agreed that there would be a Health, Safety and Human Resources Sub Committee. The Office Bearers agreed to serve along with Mary Gibb, Helen McCartney and John Welsh

b) Housing Services

The Management Committee had decided several years ago not to have a separate Housing Services Sub Committee. In May 2022, it was agreed that the Committee would receive reports on housing management and maintenance issues in May and November. This followed difficulties in fitting reports into the agenda every 3 months. It was agreed that forming a specific Sub Committee could be considered at the Housing Services Report in November 2022. The possibility of adding time to a Committee meeting every three months to receive reports would also be considered

c) Employers in Voluntary Housing (EVH)

The Committee noted that EVH Management Committee meetings are held on the 1st Monday evening of each month. The agenda will be circulated and there is an open invitation to attend

d) Royston Strategy Group

The Committee noted that Royston Strategy Group meetings are on Tuesday mornings every 6 weeks or so. The agenda will be circulated and there is an open invitation to attend

5) Standing Orders and Committee Remits

Standing Orders and remits for both the Management Committee and Health, Safety & Human Resources Sub Committee were considered and approved.

6) Code of Conduct and Register of Interests

The Code of Conduct was considered and approved. The Corporate Services Officer will arrange for signed declarations to be collected along with a Register of Interests form. The Register of Interests Form asks for equalities data but does not request information on all of the 9 Protected Characteristics. There will be an exercise to gather the full information from Tenants and Housing List Applicants. The success, or otherwise, of gathering the data will be considered at a later meeting. In response to a question, the Director advised that data on disabilities is collected as part of the Association's commitment to encouraging diversity and eliminating discrimination; ensuring that the Committee is representative of the community.

- 7) **Adoption of the Previous Minute of 21 June 2022**
The minute of the previous meeting was adopted by **John Welsh** and seconded by **Michelle Murray-Moore**.
- 8) **Matters Arising from the Previous Minute of 21 June 2022**
 - a) **Previous Item 4(a) – Finance Assistant**
The Committee were advised that Lorna Leishman started a temporary post as Finance Assistant on 21 June. She is performing well. Some support continues to be provided by NG Homes finance staff
 - b) **Previous Item 4(b) – Options Appraisal**
The Committee noted that Paul McNeil, HRC Ltd, has begun discussions with staff and Committee members. HRC Ltd will prepare a 30-year financial forecast. A Stock Condition Survey, which will inform the 30-year forecast, is almost complete and a Stock Revaluation has been instructed
 - c) **Previous Item 4(c) – Play Park**
The Corporate Services Officer provided an update on progress with replacing equipment in the play park in Blochairn Place. Estimated costs of £36,500 have now been reduced to £26,500 and funding is being applied for, using Community Links, who deal with these issues for several associations. Complaints are still being received about Ball Games, both from residents complaining about their car being hit and from parents complaining that Staff are being overly critical. Glasgow City Council' Planning Department has confirmed that the Play Park must remain. Consultation with residents will be conducted to shortly
 - d) **Previous Item 4(d) – Tenant Satisfaction Survey**
The Committee were advised that the survey has been completed. The results are good, better than many other associations. The headline figure is that Overall Satisfaction has increased to 96.4%
 - e) **Previous Item 6 – Annual General Meeting/Special General Meeting**
The AGM and SGM were held on 28 June 2022
 - f) **Previous Item 9(b) – Landscape Gardeners (The Nurture Group)**
The Committee were advised that Staff met with representatives who had agreed that performance had not been acceptable. The Contracts Manager has been replaced and the foreman, who previously ran the Blochairn contract, has returned to lead the team. Staff are satisfied that performance and communication will improve. This will be kept under review. Two Committee members expressed doubt and concern about the likelihood of there being improvement. The Director reiterated some of the discussion from the previous meeting. He also pointed to the recent Tenant Satisfaction Survey which showed high levels of satisfaction. It was agreed that there would be a short consultation on this issue and that it would be discussed further at the next meeting
 - g) **Previous Item 10(b) - Blochairn Road Recycling Facility**

The Director reported on the Public Meeting held on 10 August 2022, attended by 15 residents plus Bob Doris MSP; Paul Sweeney MSP; Councillor Anthony Carroll; Councillor Elaine McDougall and Adam Clark and Gail Anderson, both from Neighbourhoods, Regeneration & Sustainability, Glasgow City Council. Residents described the impact that the recycling centre is having on their lives and asked questions of NRS representatives. Conclusions and Recommendations were that NRS will

- investigate transferring more problematic/putrid waste to Shieldhall
- investigate moving the drop off of waste to the furthest point on Blochairn Road
- investigate creating a licence for problematic/putrid waste at Polmadie
- confirm, as soon as possible, the closure of the Blochairn facility, in favour of a new facility at Queenslie
- meet regularly with Bob Doris MSP and a smaller group of residents, plus elected officials

9) Finance

a) Management Accounts to 30 June 2022

The Finance Agent presented the Accounts and reported on variances from the Budget, including severance costs for the staff member who left in June. He confirmed that banking covenants are being comfortably met. He advised that Lorna Leishman has managed to deal with concerns he had raised following difficulties during the Audit. He is confident that it is not necessary to change computer software and that the next Audit should run smoothly

b) Allied Irish Bank

The Committee were advised that the Allied Irish Bank was updated its details on account signatories. This required the minute to record that:

10) Employers in Voluntary Housing (EVH)

There as no report on this item.

11) Health, Safety & Human Resources Sub Committee

Staff left the meeting to allow discussion on the outcome of Disciplinary Action against the Director. The Director returned to the meeting to advise that he would Appeal against the decision. He read a prepared statement and advised that, with regret, he would submit a Formal Grievance, with regard to how he had been treated since 2019 and, in particular, how he has been treated since May 2022.

12) Scottish Government/Scottish Housing Regulator (SHR)

a) Electrical Installation Condition Report (EICR)

The Director reported that the SHR has advised that a question will be added to the Annual Assurance Statement, due 31 October 2022, about the requirement to carry out an EICR in every tenanted, occupied house at least every 5 years. Associations who are not doing this have been asked to revisit the Annual Return on the Scottish Housing Charter (ARC), submitted in May 2022, and to state that they have failed the Scottish Housing Quality Standard (SHQS). However, the EICR is not a legal requirement. Blochairn carries out an EICR in every void property before it is relet. In the last five years, there have been 116 relets (39.7% of total stock). The Stock Condition Survey in 2016 looked at 71 houses (24.3% of stock). The ongoing 2022 Survey will look at 50 (17.1%) houses. Voids inspections added to the Surveys cover 237 (81%) houses. No issues or concerns have been reported. New Builds in 2002 and 2011, totals 120 houses (41% of total stock). It is not necessary to enter occupied houses to be satisfied that Electrical Installations are in good order. A letter has been sent to the SHR

(enclosed) requesting that the ARC should not be amended until there has been further discussion. The Committee were happy with this action

13) Tenant Bonus Scheme

The draw was made using the computerised 'Random Picker'. Winners for July were Lukasz Matwiejuk (Dunolly Street) and Lorraine Downie (Cloverbank Gardens). Winners for August were Kathleen McLarry (Blochairn Place) and Fraser Rigley (Blochairn Place).

14) National Accommodation Strategy for Sex Offenders (NASSO)

The Director advised that he had led the NASSO Awareness Group, and the challenge to Council and Scottish Government policy on housing dangerous sex offenders within community owned housing associations' communities, since 2004. Committee will have to consider how this issue might be dealt with when he leaves the Association in the near future. It was agreed that a meeting of the NAG should be called to discuss this issue.

15) Royston Strategy Group

The Director advised that the next meeting will be on 27 September at Royston Youth Action

16) Internal Audit

The Committee were reminded that Internal Audits will be carried out between January and March 2022: 'Corporate Governance & Risk Management' and 'Long-Term Maintenance Planning'

17) Policy

a) Strategy Day/Options Appraisal

The Director advised that an event is required in late September/early October to consider the outcome of the Options Appraisal and the Association's future strategy; the date being dependant on progress with the Options Appraisal, Stock Condition Survey, update of long-term maintenance plan and Stock Revaluation. The Committee confirmed that a Sunday would be the preferred day for the event

b) Allocation Policy

The Director advised that the Equalities Impact Assessment (EIA) is in its 3rd draft. The policy and EIA will be presented in the Housing Services Report on 29 November

18) Training

The Committee noted details of the SHARE Training Bulletin. Committee members were asked to advise the Corporate Services Officer whether they would like to attend any course. The Corporate Services Officer will arrange an Induction Session for new Committee Members. Other Committee members are welcome to attend and it would be helpful if Office Bearers can attend.

19) Items for Future Agendas

Committee members were reminded to advise the Chairperson or Director of issues they might want to discuss under future agendas. The Director advised that a request had been made to discuss the policy on kitchen renewals. This will be included in the Housing Services Report on 29 November 2022.

20) Any Other Competent Business

a) Co-options to Management Committee

- The Committee welcomed co-optee, Kim Stuyck, to her first meeting.

- The Director advised that resident, Jean O'Neill, who was a Committee member in 2010/2011, had enquired about joining the Committee before the AGM. Under Rule 40, her Membership Application had to be approved 21 days before the AGM on 28 June. It was approved at the Committee meeting on 21 June. Ms O'Neill has asked that she be Co-opted under Rule 42. The Director advised that Rule 42 had rarely been used for residents. However, there are vacancies on the Management Committee. In response to a question regarding how Ms O'Neill knew about Rule 42, the Director advised that new members receive a copy of the Rules, that the Rules are on the Association's web site and that the new Rules had been circulated in advance of the Special General Meeting and Annual General Meeting on 28 June. After discussion the Committee agreed to co-opt Ms O'Neill
- The Director advised that Councillor Allan Casey had expressed an interest in being co-opted to the Management Committee. Councillor Anthony Carroll had expressed an interest but was unable to commit at this time. In response to a question, the Director confirmed that he had approached the Councillors about being co-opted. He had not contacted Councillor Elaine McDougall as she was a long-standing Committee member of 35 years at Milnbank Housing Association. However, in a discussion with the Councillor following the Public Meeting on 10 August, he learned that she was no longer a Committee member. It was agreed that the Director should contact Councillor McDougall to ask whether she would be interested in co-option

b) St Roch's Juniors FC Sponsorship

Frances Tierney and John Welsh left the meeting during discussion of this item. The Director advised that St Roch's have asked for sponsorship in the form of a banner or sign to be erected at the home ground (e.g. 'Blochairn is proud to support St Roch's Juniors') at a cost of £400. The Director advised that the Donations Policy is from 2017 and needs updating. It reads: '*The Association will normally limit donations to £1,500 in any financial year and will only consider making a donation where there is a clear local connection to either Blochairn or to Royston. Any exceptional cases will be considered by the Management Committee*'. Since 2005, average annual expenditure is £984. Expenditure since 1 April 2022, is £1,237. including £500 for the Rosemount Development Trust's Royston Community Event. The full expenditure spreadsheet is on Committee iPads. He advised that sponsorship could be provided without the signage. In response to a question, the Director advised that creating the advertising board was not an expensive item. After discussion it was agreed to provide sponsorship.

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