

**Minutes of the Management Committee Meeting of Blochairn HA, held on 30<sup>th</sup> April 2024 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED**

<b>1 Sederunt</b>		<b>Actions</b>
	<b>Present</b>	Frances Tierney, Secretary, via zoom
		Manal Eshelli, Chairperson
		Martin Forrest, Vice Chair
		John Welsh, Committee Member, Items 1-6 only.
		Leanne McGowan, Committee Member
		Anthony Carroll, Casual Vacancy
		Julie-Ann Cloherty, Co-optee,
		Kim Stuyck, Committee Member
		Alexandra Lis, Committee Member
		Colin Turnbull, Co-optee, from item 3
	<b>In Attendance:</b>	Diane Hendry, Operations Manager
		Patricia Gallagher, Interim Director
	<b>Apologies:</b>	Helen McCartney, Committee Member, Special Leave
		Mary Gibb, Committee Member, Special Leave
<b>2</b>	<b>Approval of Membership Application and new Management Committee member – Co-optee</b>	
	2.1	The Chair advised the meeting that an application for Membership and to join the Management Committee was received from Colin Turnbull. These were unanimously approved.
		Colin Turnbull joined the meeting at this point.
<b>3</b>	<b>Declaration of Interest</b>	
	3.1	The following declarations of interest were noted: Anthony Carroll - Item 4 Julie Ann Cloherty – Item 6

		Anthony Carroll left the meeting at this point due to his registration of interest.	
<b>4</b>	<b>Casual Vacancy</b>		
	4.1	The Interim Director advised the meeting that Jean O'Neill has resigned from the Management Committee. She further advised that this did not fall under the notifiable events requirements.	
	4.2	The Interim Director advised that this resignation created a casual vacancy. As Anthony Carroll has been the longest serving co-optee it was recommended that he be offered this position. This was agreed by all Committee Members present.	
		Anthony Carroll re-joined the meeting at this point.	
	4.3	Anthony Carroll's acceptance of the casual vacancy position was recorded.	ID
<b>5</b>	<b>Minutes of previous Management Committee meeting of 26 March 2024</b>		
	5.1	The minute of the Management Committee meeting of 26th March 2024, was circulated prior to the meeting, approved by Leanne McGowan and seconded by Anthony Carroll.	
		Julie-Ann Cloherty left the meeting at this point due to a registration of interest.	
<b>6</b>	<b>Matters Arising: Outstanding actions report</b>		
	6.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	6.2	Approval was given to remove all actions marked as complete. Updates were given on all other relevant items.	
	6.3	In relation to item number 89, the Interim Director advised that further discussion had been held with SHARE and at this stage, re-joining was not recommended. This was approved by the Management Committee.	
		Julie-Ann Cloherty re-joined the meeting at this point	

	6.4	There were no further updates or queries on any of the items in the report.	
<b>7</b>	<b>Internal Audit Reports and Annual Plan – Approved</b>		
	7.1	A written report by the Interim Director was circulated prior to the meeting and approved. Siobhan Anderson of Wylie Bisset in attendance	
	7.2	The Internal Auditor took the Management Committee through the reports and advised of the findings and recommendations.	
	7.3	The Internal Auditor referred to an annual overview report. The Interim Director advised that the Management Committee had not had sight of this report as it had not been forwarded in time to be included with the papers. The Internal Auditor spoke to the report and it was agreed that a copy would be forwarded to all Management Committee members after the meeting.	ID
	7.4	In response to a query from a Management Committee member, the Internal Auditor agreed to seek a review of the wording around the fire stop issue in the final report.	ID
	7.5	The internal Auditor referred to a report on the annual programme for next year. The Interim Director advised that the Association had not had sight of this report, or agreed it. It was agreed that this be presented to the next Management Committee meeting.	ID
	7.6	The Interim Director advised that an action plan on the recommendations from all of the Internal Audits this year will be prepared for the next Management Committee meeting.	ID
<b>8</b>	<b>Draft Risk Register - Approved</b>		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	It was noted that the risk relating to the transfer of engagements was on the report twice. The Interim Director confirmed that the risk with the highest residual score was the correct one and in response to a question from a Committee Member explained the reasons for the risk score.	

	8.3	In response to questions from Committee Members, the Interim Director also gave explanations about the scoring in relation to Staffing and value for money.	
	8.4	Following discussions it was also agreed to include Brexit in the risk register.	ID
	8.5	There were no further queries in relation to the report.	
<b>9</b>	<b>Review of policies timetable</b>		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	In response to a question from a Committee Member the Interim Director advised that the Association did not have a domestic abuse policy. It was agreed that one would be drafted for approval at the next Management Committee meeting.	ID
	9.3	There were no further comments of queries on this report.	
<b>10</b>	<b>Draft Management Committee Recruitment Policy</b>		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	10.2	There were no further comments of queries on this report.	
<b>11</b>	<b>Update on Fire stops issue - Approved</b>		
	11.1	A written report by the operations Manager was circulated prior to the meeting and approved.	
	11.2	The Operations Manager spoke to the report and recommended that information be issued to tenants prior to the Contractors being on site to open up the buildings. This was agreed by the Management Committee.	OM
<b>12</b>	<b>Transfer of Engagements Update</b>		
	12.1	The Interim Director advised that she had met with the Director of Spireview and had received assurance and confirmation in writing, that Sprievew are still very interested	

		in working with the Association on the transfer of engagements.	
	12.2	She further advised that they had spoken of a possible timeframe for the work on the transfer to commence. It was noted that this timeframe is predicated on the progress with the firestop issues.	
	12.3	The Management Committee noted the possible timescale and noted their agreement with this.	
<b>13</b>	<b>Items for Ratification</b>		
	13.1	It was noted that there were no items for ratification at this meeting.	
<b>14</b>	<b>SHR update – Noted</b>		
	14.1	The Interim Director advised that the last meeting had been cancelled by the regulator.	
	14.2	It was noted that a response to the letter from the Regulator that was discussed at the last meeting was sent but no response has been received to date.	
	14.3	The Interim Director advised that there were no other items to report at present.	
<b>15</b>	<b>Quarterly and Year end complaints report – Noted</b>		
	15.1	A written report by the Interim Director was circulated at the meeting. Members were given time to review the report.	
	15.2	It was noted that the outcomes of the report would be recorded in the ARC.	
	15.3	There were no further queries in relation to this report.	
<b>16</b>	<b>Notifiable Events – Verbal report - Noted</b>		
	16.1	The Chairperson advised that she had forwarded a copy of the notes from the lessons learned session to the regulator and had anticipated that this would close off one of the Notifiable events outstanding.	

	16.2	The Interim Director advised that the notifiable events was still open but that she would be raising this with the regulator at the next monthly catch up meeting.	ID
	16.3	It was noted that there had been no new notifiable events.	
<b>17</b>	<b>Health and Safety Monthly Report - Noted</b>		
	17.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	17.2	There were no further queries or comments on this report.	
<b>18</b>	<b>EVH Pay Negotiations – Noted</b>		
	18.1	A verbal report by the Interim Director was discussed at the meeting and approved.	
	18.2	The Interim Director confirmed that the wage increase had been agreed and implemented at 6%.	
<b>19</b>	<b>Correspondence</b>		
	19.1	The following correspondence was noted.	
	19.1.1	<u>SHAPS Employer Committee Update</u> The Interim Director advised of correspondence received re a potential pension deficit. Details of this were discussed. She also advised of the on-going court case re the scheme benefit review and advised of the timescales involved re this. The Interim Director advised that further updates would be provided once they were available.	ID
	19.1.2	<u>Alexander Sloan - Audit Plan for the year ended 31 March 2024</u> A copy of the Audit Plan was circulated at the meeting and members were given time to review this. The Interim Director advised that she has queries the potential additional costs referred to in this report and asked for hourly rates. She advised that she is awaiting a response and will update Management Committee at the next meeting.	ID
<b>20</b>	<b>A.O.C.B</b>		

	20.1	<u>GCC – Section 5 referrals:</u> The Interim Director advised of the request from GCC to increase referrals to 67%. The Interim Director advised that Management Committee that she was just bringing this to their attention at this meeting as a full allocations report will be brought to the next meeting re quotas for all categories of applicants.	OM
	20.2	<u>Vermin Issues:</u> The Interim Director gave the Management Committee an update on an on-going issue re vermin possibly being in a building and the work that has been undertaken re this to date. She advised that the Tenant remains unhappy with progress and may take the issue further. The Interim Director advised that further updates will be provided if required.	ID
<b>21</b>	<b>Summary of actions/decisions at this meeting</b>		
	21.1	A review of all decisions/points for action was read out and agreed.	
<b>22</b>	<b>Review of the meeting</b>		
	22.1	The members felt that the meeting had gone well and that there had been a lot of discussion on a lot of interesting topics.	
<b>23</b>	<b>Date and Time of Next meeting</b>		
	23.1	Tuesday 28 <sup>th</sup> May 2024 at 6pm.	All
<b>24</b>	<b>Meeting Close</b> The meeting closed at 7.55pm.		

Signed: 

Date: 28/05/2024