

**Minutes of the Management Committee Meeting of Blochairn HA, held on 7<sup>th</sup> November 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED**

<b>1 Sederunt</b>		<b>Actions</b>
	Present	
	Manal Eshelli, Chairperson	
	Martin Forrest, Vice Chair	
	Alexandra Lis, Committee Member	
	Jean O'Neill, Committee Member	
	Helen McCartney, Committee Member	
	Leanne McGowan, Committee Member	
	Anthony Carroll, Co-optee	
	<b>In Attendance:</b>	
	Diane Hendry, Operations Manager	
	Patricia Gallagher, Interim Director	
	<b>Apologies:</b>	
	John Welsh, Committee Member	
	Kim Stuyck, Committee Member	
	Mary Gibb, Committee Member	
	Frances Tierney, Secretary	
<b>2 Declaration of Interest</b>		
2.1	Anthony Carroll registered an interest in Item 6	
<b>3 Minutes of previous Management Committee meeting of 26 September 2023 - Approved</b>		
3.1	The minute of the Management Committee meeting of 26th September 2023, was circulated prior to the meeting, approved by Helen McCartney, and seconded by Jean O'Neill.	
<b>4 Minutes of previous Special Management Committee meeting of 24<sup>th</sup> October 2023 - Approved</b>		
4.1	The minute of the Special Management Committee meeting of 24th October 2023, was circulated prior to the meeting, approved by Helen McCartney, and seconded by Alex Lis.	
<b>5 Matters Arising – Outstanding Actions Report – Approved</b>		

	5.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	5.2	Approval was given to remove all actions marked as complete.	
	5.3	There were no further updates or queries on any of the items in the report.	
		Anthony Carroll registered an interest in the next item and left the meeting at this point.	
<b>6</b>	<b>Co-option onto Management Committee - Approved</b>		
	6.1	A verbal request to approve the co-option of Anthony Carroll to the Management Committee was approved with no objections.	
		Anthony Carrol re-joined the meeting at this point.	
<b>7</b>	<b>Treasury Management Statement - Approved</b>		
	7.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	7.2	In response to a question from a Committee Member the Interim Director advised that she will ask the Finance Agent to provide a monthly Treasury Management update to her due to how close the balance is to the minimum amount of cash required as per the treasury Management policy.	ID
	7.3	In response to a question from a Committee Member the Interim Director advised that the long term deposits were on for different timescales – being 9 and 12 months – to ensure that they mature at different times. The Interim Director advised that she will add this information to the future reports.	ID
	7.4	There were no further queries or comments on this report.	
<b>8</b>	<b>Draft Estate Management Policy – Approved</b>		
	8.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	

	8.2	The Chair asked the Operations Manager to provide a summary of the background to the policy, which was duly done.	
	8.3	Discussion took place on level of service in Estate Management at the moment re Housing Services Assistant vacancy.	
	8.4	There were no further queries or comments on this report.	
<b>9</b>	<b>Draft Privacy Policy - Approved</b>		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	The Chair asked the Interim Director to provide a summary of the background to the policy, which was duly done.	
	9.3	There were no further queries or comments on this report.	
<b>10</b>	<b>Draft Fair Processing notice - Approved</b>		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved	
	10.2	The Chair asked the Interim Director to provide a summary of the background to the policy, which was duly done.	
	10.3	There were no further queries or comments on this report.	
<b>11</b>	<b>Update of Governance Improvement Plan - Approved</b>		
	11.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	11.2	The Management Committee agreement with the actions marked as complete was noted.	
	11.3	It was agreed that future update reports will only contain items outstanding, for ease of reference, although a master copy of the original plan will always be maintained.	ID
	11.4	There were no further queries or comments on this report.	
<b>12</b>	<b>Update on Equalities Action Plan - Approved</b>		

	12.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	12.2	The Management Committee agreed with the actions to date and advised that they had nothing to be added to the report.	
<b>13</b>	<b>Update on Options Appraisal - Approved</b>		
	13.1	A verbal report by the Interim Director and the Operations Manager was given at the meeting.	
	13.2	Staff updated on the progress to date and advised of the possible timescale for formalising the process with Spireview H.A.	
	13.3	In response to a question from a Committee Member, the Interim Director advised that the ITA will be involved throughout the process and not just for the two sessions notified to Tenants to date.	
	13.4	It was noted that a formal timetable of events/deadlines will be in place once the process becomes formal.	ID
<b>14</b>	<b>Draft Fire in Common Areas Policy - Approved</b>		
	14.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	14.2	Discussion took place on the possible need for the Association to remove items from closes etc. where they present a fire hazard. The Management Committee	
	14.3	Following discussion it was agreed that Staff will look into the possibility of having bike sheds installed in the area. Contact to be made with GCC in relation to this.	OM
	14.4	There were no further queries or comments on this report.	
<b>15</b>	<b>Approval of Membership Applications and use of the Seal</b>		
	15.1	The Management Committee approved share No's 436 and 437 and the use of the seal for these.	

<b>16</b>	<b>Approval of play Park Design review - Ratified</b>		
16.1	A verbal report from the Interim Director re changes to the play park design, that had been approved by the Office bearers in between meetings, was ratified.		
<b>17</b>	<b>SHR update – Noted</b>		
17.1	A verbal report by the Interim Director was given the meeting and noted.		
17.2	There were no further queries or comments on this report.		
<b>18</b>	<b>Quarterly Complaints report – Noted</b>		
18.1	A written report by the Interim Director was circulated at the meeting and all were given time to read over it.		
18.2	The Interim Director gave an update on the actions taken following the complaints. These were noted.		
<b>19</b>	<b>Quarterly FOI report - Noted</b>		
19.1	A verbal report by the Interim Director was given at the meeting and noted.		
19.2	The Interim Director advised that 2 FOIs had been received in the quarter and she advised of the nature of these. She confirmed that the quarterly return had been submitted on time.		
<b>20</b>	<b>SHAPS annual financial assessment results - Noted</b>		
20.1	A verbal report by the Interim Director was given at the meeting and noted.		
20.2	The Interim Director advised that the outcome of the assessment was that the Association was low risk.		
<b>21</b>	<b>Notifiable Events – Noted</b>		
21.1	The Interim Director advised that the notifiable event was still open on the SHR portal as the Chair had not yet received a log in to update this.		

	21.2	The Interim Director advised that she would raise this with the SHR at the next meeting with them.	ID
<b>22</b>	<b>Health and Safety Monthly Report - Noted</b>		
	22.1	A written report by the Interim Director was circulated prior to the meeting and noted. No concerns or queries were raised in relation to the report.	
	22.2	The Interim Director asked any committee member who was available during the day and could attend the office for a health and safety walkabout, to let her know.	All
<b>23</b>	<b>Q2 performance report - Noted</b>		
	23.1	A written report by the Operations Manager was circulated prior to the meeting and noted.	
	23.2	The operations Manager noted the salient points and gave explanations for changes.	
	23.3	There were no further queries or comments on this report.	
<b>24</b>	<b>Correspondence</b>		
	24.1	It was noted that a copy of Positive Action In Housing's annual report had been received, and was available for anyone who wished to see it.	All
<b>25</b>	<b>A.O.C.B</b>		
	25.1	<u>TPT Deficit</u> The Interim Director advised that the pensions Trust had notified the association of a deficit in the fund that may require the reinstatement of deficit payments. No timescale has been given as of yet for this.	ID
	25.2	<u>Confidential Item</u> – Minute held in confidential file	
	25.3	<u>Xmas Lunch</u> It was agreed to hold the lunch on Thursday 7 <sup>Th</sup> December 2023.	
	25.4	<u>December Management Committee meeting date</u>	

		Following discussion on availability it was agreed to hold this meeting on 12 <sup>th</sup> December 2023 as per the original timetable.	
	25.5	<u>RAAC</u> The Interim Director advised that the SHR had asked all Associations to complete a survey on RAAC in its stock. It was noted that this was returned stating we did not believe that there was any within Blochairn HA.	
	25.6	<u>Training on 28<sup>th</sup> November</u> The Interim Director advised that training on Governance was due to be held on 28 <sup>th</sup> November. She asked whether or not the Management Committee wished to postpone this due to number of other events this month. This was agreed. The Interim Director will advise of a new date once available.	ID
	25.7	<u>Legal Issue</u> The Interim Director advised the meeting of a potential legal issue. She advised that staff will keep the Management Committee apprised of the situation as required.	OM
	25.8	<u>Housing Services Assistant</u> The Interim Director advised the Management Committee that an advert has been posted for a temp HSA. She will keep the Management Committee informed of progress with this.	ID
<b>26</b>	<b>Summary of actions/decisions at this meeting</b>		
	26.1	A review of all decisions/points for action was noted.	
<b>27</b>	<b>Review of the Meeting</b>		
	27.1	It was felt that a lot had been covered at the meeting and that it finished in good time.	
<b>28</b>	<b>Date and Time of Next meeting</b>		
	28.1	Tuesday 12 <sup>th</sup> December 2023 at 6pm.	All
<b>29</b>	<b>Meeting Close</b> The meeting closed at 7.30pm.		

Signed:

Date: