

***Information and Application pack for  
Provanhall Housing Association***



**Management  
Committee  
Membership**

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## Welcome

We would like to thank you for expressing an interest in getting involved with Provanhall Housing Association. Our future success depends on having a committed, knowledgeable Management Committee. We offer an exciting opportunity for someone to be involved with high-level policy-setting and playing a part in strategic discussions at an important local Registered Social Landlord based in the heart of the community we serve.

With recovery from the COVID pandemic and budgetary pressures due to inflation and the cost of living for our tenants, we need to work more efficiently to make best use of the money available to us. This makes for a challenging time to be involved with us, but also hugely interesting.

Our Management Committee will be at the heart of discussions and policy-setting and making decisions that inform our future direction. If you think you might like to be part of this, please read on. This information pack explains more about Provanhall Housing Association and the role of our Committee Members. It also includes an application form. You will find more information about Provanhall Housing Association on our website – [www.provanhallha.org.uk](http://www.provanhallha.org.uk) or, if you wish to ask any specific questions about this role or how to apply, please contact Alan Hume on 0141 771 4941 or email [info@provanhallha.org.uk](mailto:info@provanhallha.org.uk)

We look forward to receiving your application.



Alan Hume  
**Director**



Linda Cameron  
**Chairperson**

## **Provanhall Housing Association – an overview**

PHA's roots go back to the 1950s when Glasgow Corporation followed a policy of large-scale slum clearance in the inner city and the creation of a new generation of council houses on the city's outer edges. Easterhouse was built from the mid-1950s onwards to house a population of 50,000 people and was the largest of the new estates that were built.

By the 1980s, many communities in Easterhouse including Provanhall had serious housing and social problems which the City Council was unable to resolve. A new breed of community-controlled housing associations emerged in Easterhouse – Provanhall among them - which became landlords, developers, and managers of housing. Led by local residents, the Easterhouse housing associations exemplified “people power” in action and became part of a citywide movement of similar organisations which acted as renewal agents in communities throughout Glasgow. The longevity of the Easterhouse associations tells its own story of why local solutions work and is testament to the many Easterhouse residents who have served on management committees without payment for the good of their community.

PHA's initial focus was on improving the quality and sustainability of housing, by renovating existing homes and building new ones. The new build element of the regeneration has helped to increase diversity in house types and sizes.

A second wave of growth occurred in 2009, when Glasgow Housing Association finally completed the transfer of 195 homes to the Association, following a six-year transfer process. This Community controlled housing association, set up in 1991 Registered Social Landlord with charitable status established PHA as the owner and manager of all social rented housing in Provanhall, although Glasgow Housing Association (GHA) has since built 2 new build developments in Provanhall. PHA secured a role in the second of these developments, taking ownership of 26 completed homes during 2019/20 and 2020/21. Community governance has been part of the Association's DNA throughout its history. The leadership provided by local people has contributed to sustainable regeneration, better long-term value for public money, and a wide range of other achievements.

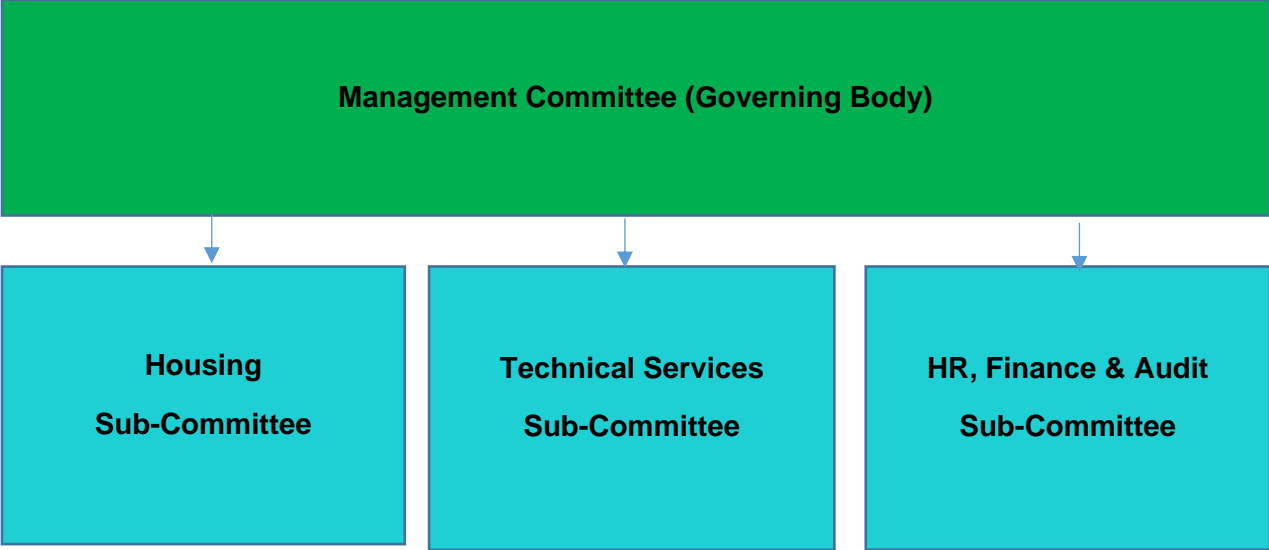
We continue to work with, and develop, Easterhouse Housing and Regeneration Alliance (EHRA), the partnership of the 8 local Community Based Housing Associations in Easterhouse. We undertake a lot of joint lobbying and training in partnership with them.

We do not have any shareholders, so all surplus is re-invested in delivering services for our tenants and community.

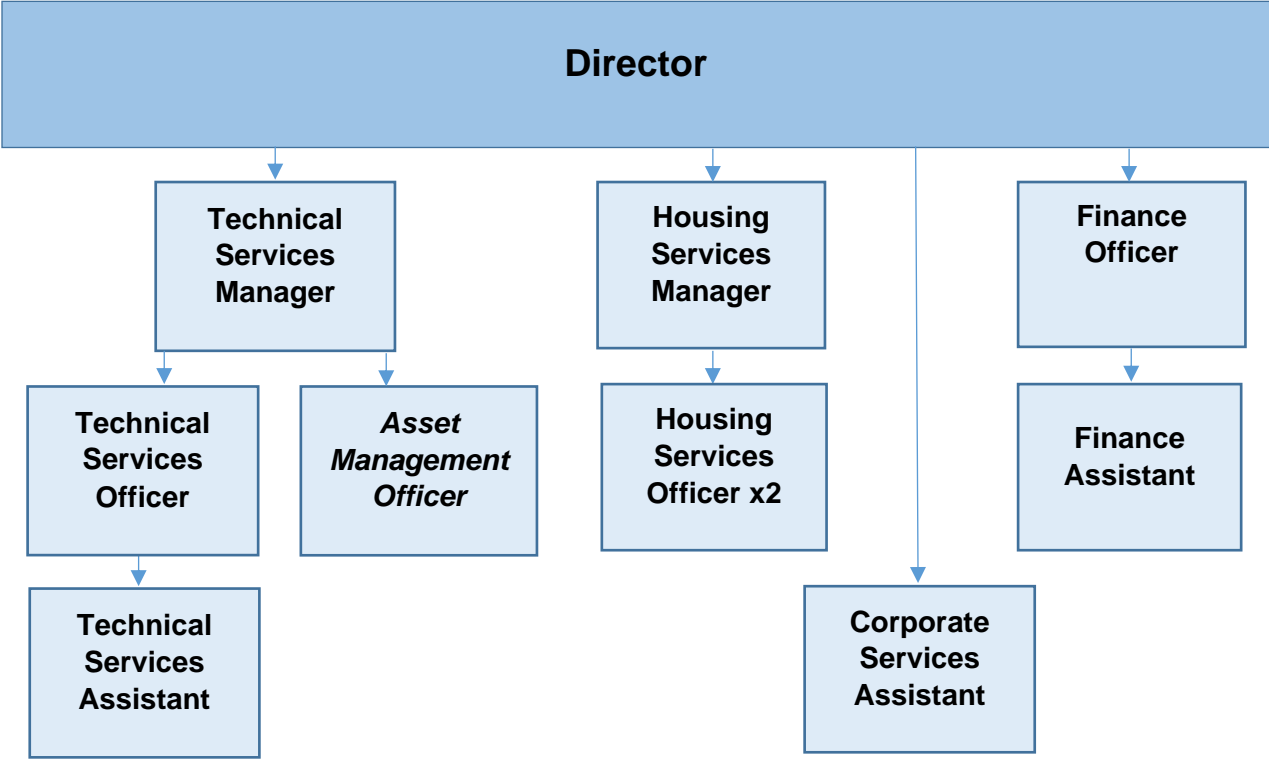
Our stock is a mix of general family homes, amenity houses and wheelchair houses and flats. We also provide a factoring service to owner occupiers in our area. Our area of operation is detailed on this map.



# Management Committee Structure



# Staff Structure



## **Business plan**

In accordance with requirements of the Scottish Housing Regulator, Provanhall Housing (Provanhall) developed a 30 year business plan which is published on our website at [www.provanhallha.org.uk](http://www.provanhallha.org.uk) or from our offices by request.

## **Becoming a Management Committee Member**

Are you passionate about making a real difference? Do you want to help define the strategy of a community lead housing association – then please read on!

Before committing to becoming a member of our Management Committee there are a few matters to set out for your consideration:

This role description has been prepared to set out the responsibilities that are associated with being a member of the governing body of Provanhall. It should be read in conjunction with Provanhall's Rules and Standing Orders.

As a Registered Social Landlord and a Scottish Charity, the role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).

Provanhall encourages people who are interested in the Association's work to consider seeking election as a member of the Governing Body (GB) and is committed to ensuring broad representation from the communities that it serves.

Whilst Governing Body Members (GBMs) do not require 'qualifications', from time to time, we will seek to recruit people with specific skills and experience to add to or expand the range of skills and experience available to ensure that the GB is able to fulfil its purpose. We carry out an annual review of the skills that we have and those that we need to inform our recruitment activities and we have set these out in a GBM Profile.

This role description applies to all members of the GB, whether elected or co-opted, new or experienced. It is subject to periodic review.

## Primary Responsibilities

Our GBM's primary responsibilities are:

- Lead and direct Provanhall's work,
- Promote and uphold Provanhall's values,
- Set and monitor standards for service delivery and performance,
- Control Provanhall's affairs and ensure compliance.

Responsibility for the operational implementation of Provanhall's strategies and policies is delegated to the Director.

Provanhall has agreed a Code of Conduct for GBM's which every member is required to sign on an annual basis.

Each member must accept and share collective responsibility for the decisions properly taken by the GB. Each GBM is expected to contribute actively and constructively to the work of Provanhall. All members are equally responsible in law for the decisions made.

Each member must always act only in the best interests of Provanhall and its customers, and not on behalf of any interest group, constituency or other organization. GBM's cannot act in a personal capacity to benefit themselves or someone they know.

## Main Tasks

- Contribute to formulating and regularly reviewing Provanhall's values, strategic aims and performance standards,
- To monitor Provanhall's performance,
- To ensure that Provanhall operates within and is compliant with the relevant legal and regulatory frameworks,
- To ensure that risks are realistically assessed and appropriately monitored and managed,
- To ensure that Provanhall is adequately resourced to achieve its objectives and meet its obligations.

## Duties

- Act at all times in the best interests of Provanhall,
- Accept collective responsibility for decisions, policies and strategies,
- Attend and be well prepared for meetings of the GB and sub-committees,
- Contribute effectively to discussions and decision making,



- Take part in training and other learning opportunities,
- Take part in an annual review of the effectiveness of Provanhall's governance and of the member's individual contribution,
- Maintain and develop personal knowledge of relevant issues and the wider housing sector,
- Represent Provanhall positively and effectively in local communities and when attending meetings and other events,
- Respect and maintain confidentiality of information,
- Treat colleagues with respect and foster effective working relationships within the GB and between the GB and staff,
- Attend and participate in reviews of the GBM's performance, and in an annual review of your individual contribution to Provanhall's governance,
- Be aware of and comply with the restrictions on Entitlements, Payments and Benefits,
- Register any relevant interests as soon as they arise and comply with Provanhall's policy on managing conflicts of interest.

## Commitment

An estimate of the annual commitment expected from MC Members:

Activity	Time
Attendance at up to 10 x 1.5 hours regular meetings of the GB	15
Reading and preparation for GB meetings 10 x 1.5 hours	15
Attendance at sub-committee meetings (10 x 30 minute meetings) <ul style="list-style-type: none"> <li>• Technical Services, Quarterly, before Management Committee Meeting</li> <li>• Housing Services, Quarterly, before Management Committee Meeting</li> <li>• HR, Finance &amp; Audit, Quarterly, before Management Committee Meeting</li> </ul>	5
Reading and preparation for sub-committee meetings	4
Attendance at Annual General Meeting (AGM)	2
Attendance at annual planning and review events (including individual review meeting)	14
Attendance at openings and site visits	2
Attendance at internal briefing and training events	5
External / Online Training and conference attendance (may include overnight stay or weekend)	15
<b>Total</b>	<b>77</b>

## What Provanhall Housing Association Offers Management Committee Members

All members of the GB are volunteers and receive no payment for their contribution. Provanhall HA has policies which prevent GBM's or people they are closely connected to benefitting from their involvement with Provanhall HA, although they also seek to ensure that GBM's are not unfairly disadvantaged by their involvement with Provanhall HA. All out of pocket expenses associated with the role of being a GBM are fully met and promptly reimbursed.

In return for the commitment offered by GBM's, Provanhall HA offers:

- A welcome and introduction when a Member first joins the GB,
- A mentor from the GB and a named staff contact for the first six months, with ongoing support,
- Clear guidance, information and advice on GBM responsibilities and on Provanhall HA's work,
- Formal induction training to assist settling in,
- Papers which are clearly written and presented, and circulated in advance of meetings in a format that is suitable for you,
- The opportunity to put members' experience, skills and knowledge to constructive use,
- The opportunity to develop members' own knowledge, experience and personal skills,
- The chance to network with others with shared commitment and ideals.

### Committee Member Profile

<b>Qualities</b>
<b>Commitment to:</b>
<ul style="list-style-type: none"> <li>• the aims, objectives and values of Provanhall HA,</li> <li>• the local community,</li> <li>• the voluntary housing sector,</li> <li>• equalities.</li> </ul>
<b>Skills:</b>
<ul style="list-style-type: none"> <li>• willing to listen and take advice,</li> <li>• able to deal with complex information,</li> <li>• able to question and debate,</li> <li>• willing to express opinions,</li> <li>• able to co-operate and compromise,</li> <li>• able to contribute to effective decision-making,</li> <li>• understanding and respect for other views,</li> <li>• respect for and trust in colleagues and staff,</li> <li>• able to accept collective responsibility,</li> <li>• able to give and take constructive criticism,</li> <li>• able to give sufficient time,</li> <li>• willing to put personal interest aside,</li> <li>• able to use own knowledge for PHA's benefit,</li> <li>• able to assess the impact of decisions.</li> </ul>

**Knowledge (one or more of the following)**

knowledge of PHA's community:

- housing,
- environment,
- people,
- expectations,
- wider role,
- finance (housing or broader),
- housing management,
- property management / maintenance,
- legislation and policies,
- local government,
- employment responsibilities / HR,
- Scottish Housing Regulator,
- OSCR.

**Experience (one or more of the following)**

- living or working in Easterhouse,
- being a tenant,
- community activities,
- regeneration,
- being a member of a committee,
- engaging with other committees,
- role and contribution of housing associations,
- monitoring performance and / or benchmarking,
- business / strategic planning,
- corporate / business management.

**Essential Personal commitments**

- interest in the well-being of the local community,
- willing to attend training events and conferences,
- turn up to meetings on time,
- respect the confidentiality of the business of the Association during their time as a Committee member and after they cease to be a Committee member,
- work for the benefit of the group without personal interest,
- contribute to the work of the Association without personal interest,
- contribute to the work of the Association in a courteous manner,
- work hand in hand with staff,
- Issues and grievances from outside should not influence contribution to Committee workings.

## **The Chair**

It is the Chair's responsibility to:

- ensure meetings are run competently,
- ensure discussion and decision-making is democratic,
- safeguard the rules of the organization,
- Speak on behalf of the organization.

## **The Secretary**

The Secretary is responsible for the administrative tasks involved in the operation of the organization including:

- correspondence and records,
- membership lists,
- keeping minutes,
- preparing agendas,
- Preparing for the Annual General Meeting,
- Must follow the agreed policies and procedures of Provanhall Housing Association.

## **Process for joining the Management Committee**

- Individual expresses interest and makes an application,
- Information pack issued which individual must complete (Eligibility and application form) and return to the office,
- Chairperson and Director meet with the applicant to discuss their application and answer any questions,
- Approval or rejection of application made within five working days of the meeting.



# Eligibility Declaration

## MANAGEMENT COMMITTEE – MEMBER APPLICATION CONFIDENTIAL WHEN COMPLETED

Please confirm your eligibility to be considered as a prospective member of Provanhall’s Management Committee (please tick the yes box; if you are unable to confirm any of the statements, please provide details):

Statement	Yes	Comments/Details
You are not an undischarged bankrupt		
You have not entered into an arrangement with your creditors		
You have not been convicted of a crime of dishonesty for which the statutory rehabilitation period has not expired		
You have not been convicted of an offence under the Charities and Trustee Investment (Scotland) Act 2005		
You are not party to any legal proceedings in any Court of Law by or against Provanhall Housing Association		
You have not been removed from the Governing Body of another RSL within the last five years		

<p>You have not resigned from the Management Committee at any time during the last five years after receiving notice that a special committee meeting was to be held to consider your removal</p>		
<p>You have not been removed from the Management Committee during the last five years</p>		
<p>You have not been removed or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 of the Charities and Trustee Investment (Scotland) Act 2005</p>		
<p>You have not been removed from the office of Charity Trustee or trustee for a charity by the Charity Commissioners in England or Wales or by the High Court of Justice</p>		
<p>You are not the subject of a Disqualification Order or have had a disqualification undertaking made against you</p>		

Applicant name .....

Applicant signature .....

Date .....



# Application Form

## MANAGEMENT COMMITTEE – MEMBER APPLICATION CONFIDENTIAL WHEN COMPLETED

*This form should be completed by members of Provanhall Housing Association who wish to stand for election to the Management Committee. When completing the form, please refer to the Application Pack which contains a description of the responsibilities that apply to Committee Members and information about the skills and knowledge that Provanhall is particularly looking for at this time.*

Name	
Address	
Postcode	
Mobile number	
Email address	
Are you a member of Provanhall Housing Association	If YES, How long have you been a member?
Are you a tenant of Provanhall Housing Association?	YES/NO
Are you related to anyone who is already a member of Provanhall's Management Committee or to someone who is employed by Provanhall?	If YES please provide relative's name
Are you involved with any business that provides services or is contracted to Provanhall?	If YES please provide details
Are you employed?	If YES please provide details of what you do and who you work for.

Please describe why you are interested in joining Provanhall's Management Committee?	
Please describe how your experience would help you carry out the duties described in the statement of responsibilities for Committee Members (a copy is in the Application Pack)	
Are you willing and able to attend training on a regular basis?	
Please provide details of two people who would be happy to recommend your to the position of Committee Member	
Person 1- Title & Name:	Person 2 - Title & Name:
Postal Address:	Postal Address:
Contact number: Email address:	Contact number: Email address:
Relationship to you:	Relationship to you:

**If selected for interview, do you require any assistance to attend and participate in the interview? Yes/No. If 'yes' please provide details**

I confirm that I have read the Committee Member's Role Description, Profile and Eligibility Form and that I am eligible to stand for election

Signature .....

Date .....

# Provanhall Housing Association Equality monitoring form

## Information for those completing the form

### Why we are asking for equality information?

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations.

### What do we do with equality information?

We use equality information for a range of purposes, including to help us to:

- protect and promote your rights and interests,
- promote equality objectives across our services,
- identify and address our customers' needs, and improve our services,
- identify and eliminate any form of discrimination.

### Do you need to answer every question?

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

We may ask for some information in other forms where this is required by law. For example, where we need to know your age if you are applying for a home as only those over 16-years-old can be registered on our housing list.

### Are the answers I provide anonymous?

Yes – the answers you provide are completely anonymous and will not be linked back to you in any way.

### Who do we gather equality information about?

We gather equality information from:

- people who apply for a home,
- tenants,
- people who apply for a job with us,
- our employees,
- board and committee members,
- Elected members (in case of local authorities).

**Other formats:** We can provide this document in large print or other community languages. Please get in touch with us by email to [info@provanhallha.org.uk](mailto:info@provanhallha.org.uk) or by text to 07860035864

## Age

Please tick ✓ the band for your age:	16–24		25–34	
	35–44		45–54	
	55–65		65+	
Prefer not to say ✓				

## Belief or religion

Please tick ✓ the box which best describes your belief or religion from the list below?

Buddhism:	
Christianity	
Catholic:	Protestant: Other:
Hinduism:	
Islam:	
Judaism:	
Sikhism:	
Other religion (please state what this is):	
No specific belief in religion (for example, atheism or agnosticism):	
Other belief (for example, humanism):	
Prefer not to say	

## Disability

Are you a disabled person?	Yes	No
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If yes, please tick ✓ the box which category you would use from the following list:

Autoimmune: (for example, multiple sclerosis, HIV, Crohn's/ulcerative colitis)	
Learning difficulties: (for example, Down's Syndrome)	
Mental health issue: (for example, depression, bi-polar)	
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	
Physical impairment: (for example, wheelchair-user, cerebral palsy)	
Sensory impairment: (hearing impairment)	
Sensory impairment: (visual impairment)	
Other: If none of the categories above apply to you, please specify the nature of your impairment.	
Prefer not to say	

## Please tick ✓ all that apply

Are you a Tenant?	Yes	No
Are you a member of Staff?	Yes	No
Are you a Management Committee Member?	Yes	No

## Ethnicity

Please tick ✓ the box that best describes your particular group.

### African

African, African Scottish or African British:	
Other African background (please specify):	

### Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	
Indian, Indian Scottish or Indian British:	
Pakistani, Pakistani Scottish or Pakistani British:	
Chinese, Chinese Scottish or Chinese British:	
Other Asian background (please specify):	

### Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other Caribbean or Black background (please specify)	

### Mixed groups

Mixed or multiple ethnic group (please specify)	
-------------------------------------------------	--

### White

English	
Gypsy Traveller	
Irish	
Polish	
Roma	
Scottish	
Welsh	
Other British	

Other group: Please specify your ethnic group	Yes		No	
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Prefer not to say:	
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### Marriage and civil partnership

Are you presently in a civil partnership?	Yes		No	
Are you presently married?	Yes		No	
Prefer not to say				

### Pregnancy and maternity

Are you pregnant?	Yes		No	
Have you taken maternity or paternity leave in the past year?	Yes		No	
Prefer not to say				

Please use the space below to advise us if you have any particular requirements.

Please tick here if you want to discuss this matter in confidence:

### Sex

What is your sex?	Female		Male		Intersex	
Prefer not to say						

Please use the space below to advise us if you have any particular requirements.

Please tick here if you want to discuss this matter in confidence:

### Gender re-assignment (trans/transgender)

Do you consider yourself to be a trans person?	Yes		No	
Prefer not to say				

Please use the space below to advise us if you have any particular requirements.

Please tick here if you want to discuss this matter in confidence:

## Sexual orientation

### What is your sexual orientation?

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Heterosexual/straight	<input type="checkbox"/>
Lesbian/gay woman	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Please use the space below to advise us if you have any particular requirements.

Please tick here if you want to discuss this matter in confidence:	<input type="checkbox"/>
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## General

Please mark this box if there are any issues that you want to discuss with us in confidence	<input type="checkbox"/>
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**If you have ticked that you want to discuss something with us in confidence, please note your contact details here:**

Please return your completed form to

34 Connisburgh Road  
Easterhouse  
Glasgow  
G34 9QG

**If you have any questions about this form, please get in touch  
with us by calling**

**0141 771 4941 or by email to [info@provanhallha.org.uk](mailto:info@provanhallha.org.uk)**

Provanhall Housing Association Limited is a company registered in Scotland under the Companies Acts, Company Number: SCO37762, Registered Office: 34 Conisborough Road, Easterhouse, Glasgow, G34 9QG.

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