

**Minute of Management Committee Meeting held on
Monday 29 August 2022 at 3pm in the Committee Room**

Provanhall Housing Association Limited

1.0 Sederunt

Action

Present: Elizabeth McEwan (Chairperson)
Christine Morris (Secretary)
Catherine Reid (Committee Member)
Barbara McCluskey (Committee Member)
Tracy Coutts (Committee Member)
Clarice Spaine (Committee Member)
William Blunn (Committee Member)
Margaret Stewart (Committee Member)
James McGuire (Committee Member - pending)

In Attendance: Alan Hume (Director)
Samantha Cosgrove (Receptionist)
Louise Kirkland (Senior Finance Officer)
Holly Maclver (Auditor – Azets; item 6 only)

2.0 Apologies

2.1 Linda Cameron (Committee Member)
Rodger Harley (Committee Member)

3.0 Registrations of Interest

3.1 No declarations made.

4.0 Minutes of previous meeting on 27 June 2022

4.1 The minutes were proposed by Cathy Reid and seconded by Clarice Spaine as a true and accurate reflection of the meeting...

5.0 Matters arising from previous meeting of 27 June 2022

5.1 There were no matters arising from the previous meeting.

6.0 Accounts and Audit Approval – Approved

6.1 This item was tabled at the meeting for approval.

6.2 The accounts and audit findings were presented by the auditor, Holly Maclver of Azets Ltd. The accounts show a positive position. Turnover increased from additional new-built homes. Expenditure increased due to repairs costs, accrued from lockdowns and depreciation.

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- 6.3 The Association generated a financial surplus.
- 6.4 The Auditor's letter of findings notes no concerns with the Association and confirms as a viable going concern taking account of projections for five years and 30 years.
- 6.5 The letter of representation from the Association to the Auditor confirms confirmed the position based on the audit.

Holly McIver left the meeting after the presentation of auditor's findings.

7.0 Management Accounts to June – Postponed

- 7.1 Reporting has been postponed for discussion until the September Management Committee Meeting.

8.0 SHAPS Financial Assessment – Approved

- 8.1 The SHAPS financial assessment matrix indicated a low risk and was approved for submission.
- 8.2 The Senior Finance Officer and Director are to investigate further loan options for a fixed rate for outstanding secured lending along with wider Treasury Management in relation to capital held.

9.0 Tenant Satisfaction Survey – Noted

- 9.1 The Tenant Satisfaction Survey report circulated prior to meeting.
- 9.2 The report was positive, with strong performance against national standards being one of the first since coming out of COVID restrictions and lockdowns.
- 9.3 Discussion lead to highlighting issues on how the survey was delivered and future surveys should be primarily face to face.
- 9.4 Noted the questions in the survey are somewhat repetitive. Consideration should be made to the flow of the survey and how easily it can be understood. .

10.0 Confidential Item - Approved

- 10.1 The confidential item is available as an appendix

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11.0 Property Buy Back – Approved

- 11.1 Owner of flat in phase 8 (SST) have expressed interest in selling. The committee unanimously voted for the HSM to proceed with the purchase in line with established process and legal advice
- 11.2 The property is comprised of two units developed into one 5-apartment. A decision on reinstating to two homes will be made should the purchase conclude.

12.0 Scotland Excel Business case - Approved

- 12.1 The business case was presented by the Director. All the committee were in favour of the change as it reflected the needs of the business in the current climate.

MC were asked to consider how we achieve savings and sustain the Association in this difficult financial backdrop. This may involve migrating services to other providers and taking advantage of different ways of service delivery in order to achieve reliability in the service and cost savings without compromising on quality.

13.0 Hybrid working – Approved

- 13.1 The hybrid working schedule was presented to the MC. The committee approved one day working from home for those members of staff whose job role permits this.
- 13.2 The schedule is set to commence from 5 September 2022.

14.0 Equalities Data Collection – Approved

- 14.1 The Director presented details of the obligation from the Scottish Housing Regulator on collection of equalities data. The committee were in agreement that the data is necessary but there may be push back from tenants as they can be quite wary with disclosures of personal information. Decision to collect anonymised data approved.

15.0 Unacceptable Behaviours – Approved

- 15.1 The Unacceptable Behaviour Policy was presented to the committee and approved.

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16.0 Disability Confident Registration – Approved

16.1 The Director presented details of becoming a member of Disability Confident Employers scheme and the need for the Association to be part of it. The committee approved proceeding with membership. The Director will provide training to all staff on the process and obligations.

17.0 PHA memberships – Approved

17.1 The Director presented new tenants who signed up to be paying members. The committee approved all tenants and they are numbers 774 – 778

18.0 Housing Sub-Committee Meeting 20 June 2022 Minutes – Noted

18.1 The minutes from the Housing Sub-Committee meeting of 20 June 2022 were presented to the committee there were no matters to raise and the minutes were noted as a true representation of the meeting.

19.0 SFHA Update - Noted

19.1 The verbal update was provided by the Director. A further rent setting meeting online is arranged for 21 September.

20.0 EHRA update - Noted

20.1 The verbal EHRA update was presented by the Director. The main focus of the update was the success of the Festival in August. The event was very well attended and a lot of relationships were created. Old ones were strengthened after a two year gap

21.0 EVH Update - Noted

21.1 The annual conference is to be held 8th and 9th September 2022. There are a number of the management committee attending the event.

22.0 Correspondence received

22.1 There was no correspondence received this past month.

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23.0 A.O.C.B

23.1 SHARE: Management Committee members are encouraged to take advantage of the training available and sign up for some of the upcoming sessions. If there is a huge interest in a particular session there may be scope to run a joint EHRA training day.

Linda Cameron and Liz McEwan are to join SHARE board as separate members.

23.2 The current EPC certificate contractor will be replaced pending the TSM finalising his qualification.

23.3 The role of Housing Services Manager to be reviewed. Potential to have single manager covering all services and have senior officers within the departments. Further discussion required at the Staffing sub-committee

24.0 Review of the meeting

24.1 The meeting contained a lot of information. The content provided was extremely clear and easy to understand.

25.0 Date and time of the Next Meeting

25.1 The next Management Committee Meeting will be pushed back to Monday 10 October 2022 at 3pm. The delay being due to local bank holiday and the Housing Sub-Committee meeting taking place on 3 October 2022.

Signed by:

Date:

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Appendix 1: Confidential Minute – Not for publication

10.0 [Redacted]

10.1 [Redacted]
[Redacted]
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[Redacted] [Redacted]
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[Redacted] [Redacted]
[Redacted]

Signed by: 

Date: 10/10/2022