

1.0 Sederunt

Action

Present: Linda Cameron (Committee Member)
Christine Morris, (Secretary)
William Blunn (Committee Member)
Cathie Reid (Committee Member)
Margaret Stewart (Committee Member)
Barbara McCluskey (Committee Member)

In Attendance: Sean Douglas (Housing Services Manager)
Louise Kirkland (Senior Finance Officer)
Samantha Cosgrove (Receptionist)

2.0 Apologies

2.1 Liz McEwan (Chairperson)
Tracy Coutts, (Committee Member)
Rodger Harley, (Committee Member)
Clarice Spaine (Committee Member)

3.0 Registration Of Interest

3.1 There was no registration of interest.

4.0 Minutes of Previous Meeting 31st January 2022

4.1 The minutes of the previous meeting were proposed Babs McCluskey and seconded by Cathie Reid.

5.0 Matters Arising from Previous Meeting 31st January 2022

5.1 There were no matters arising from the previous meeting.

6.0 Minutes of the Technical Services Sub-Committee meeting 14th February 2022

6.1 Minutes were approved by Linda Cameron and seconded by Margaret Stewart.

7.0 AGM date and arrangements – written report by Director - Approved

7.1 Written report was circulated by Director prior to the meeting and was approved.

7.2 Approval was given to hold the on Wednesday 14th September 2022 at 7PM.

7.3 The details of how the AGM is to be held will be confirmed nearer to the date e.g. in person or zoom event.

8.0 Review of Guide to Information – written report by Director - Approved

8.1 Written report was circulated prior to meeting and approved.

8.2 The draft copy of the report was presented; MC agreed to the content.

Senior Finance Officer entered meeting at this point.

9.0 Q3 Management Accounts - written report by Director and Senior Finance Officer - Approved

9.1 Written report was circulated prior to meeting and approved.

9.2 Senior Finance Officer presented on screen the budget report. The report indicates we are over the projected repairs budget for Q3. Further analysis to follow.

9.3 Management Committee understood reasons for being over budget and welcome an in-depth analysis. They believed these unprecedented times will impact budgets.

9.4 Management Committee believe comparison information with EHRA landlords would be useful. Figures indicate we are below the Scottish Average and further data on EHRA not yet available and will be requested by Technical Services Manager. HSM

9.5 SFO confirmed that the auditors would be updated with the date of the AGM. SFO

Senior Finance Officer left the meeting at this point.

10.0 IT Security Policy - Written report by Director - Approved

10.1 Written report was circulated prior to meeting and approved.

10.2 Management Committee were informed of the actions PHA have taken regards staff awareness and training in cyber security and believed this was very useful.

10.3 Management Committee agreed on the content of the policy and approved the document.

11.0 Quarterly Update on the Annual Assurance Statement – Verbal Update by Housing Services Manager

11.1 Guidance on Equalities still not available at this time. So unable to complete final recommendations at this stage. Approval to be sought once guidance becomes available.

11.2 EHRA equalities training for Management Committee members taking place on 22nd March 2022.

12.0 Review of Timing of Meetings – Verbal Update by Housing Services Manager - Approved

12.1 Verbal report by Housing Services Manager provided at the meeting. Attendance at evening meetings versus afternoon meetings resulted in equal attendance. Alternating meeting through afternoon and evening is to remain.

12.2 Option of alternating Sub-Committee to be discussed and agreed at next Sub-Committee meetings. HSM, TSM

13.0 Staff Appraisal Report - Written report by Director - Delayed

13.1 HSM apologised as only discovered at meeting this was on full set of papers agenda sent to MC members. Unfortunately was not on stand-alone agenda. Noted no written report provided by Director as per full set of papers.

13.2 This report to be added as agenda item for future meeting. DIR

14.0 Approval of Membership Applications – verbal report by Housing Services Manager - Approved

14.1 A verbal report by HSM was given at the meeting and approved.

14.2 Approval was given to membership application numbers: 758 – 761. Rec

15.0 Recruitment Update – Verbal report by Chair of Recruitment sub-committee - Noted

15.1 A verbal report was presented at the meeting by Linda, member of SLD Sub-Committee and also on the interview panel, on behalf of Liz. In total 9 applications were received. So re-advertising of the position was successful in securing additional applications.

- 15.2 The 9 candidates are to be reduced to a shortlist by the interview panel. This shortlist shall be then be invited for interviewed on 14th and 15th March 2022. MC

16.0 Return to Office – Written report by Director - Noted

- 16.1 Written report by the director circulated prior to the meeting.
- 16.2 The updated report was discussed and agreed by the Management Committee. Overall a good balance of service provision and ensuring health and safety for both staff working in and for tenants attending the office.
- 16.3 Review of hybrid working timetable to take place in 6 months' time. DIR

17.0 SFHA update – verbal report by Housing Services Manager – Noted

- 17.1 A verbal update was given by the Housing Services Manager.
- 17.2 There were no further queries in relation to this report.

18.0 EHRA update – Written report by Director - Noted

- 18.1 The written report was circulated prior to the meeting, the contents were noted.
- 18.2 Significant dates:
8th March: Calvay HA EHRA Covid Report launch with Cllr Susan Aitken, Cllr Ruairi Kelly MP invited.
9th March: EHRA monthly meeting, Cllr Ruairi Kelly to attend.

19.0 EVH update – Written report by Director - Noted

- 19.1 A written report by the Director was circulated prior to the meeting and noted.
- 19.2 There were no further queries or questions in relation to the update.

20.0 Correspondence Received

- 20.1 There was no correspondence received.

21.0 A.O.C.B.

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 28th February 2022 at 6:00PM via ZOOM

- 21.1 Azets – Management Committee approved for signing by Chairperson audit planning, non-audit letter of engagement and audit letter of engagement. HSM will arrange to be done. HSM, CHAIR
- 21.2 Connect CT – The Service Level Agreement (SLA) was tabled for approval as received after Director issued papers.
- HSM went over SLA. SLA period from 1st April 2022 until 31st March 2025.
- Following discussion and agreement, approval was given to SLA. Management Committee delighted to note Connect CT contribution during pandemic and their continued support to the local community.
- 21.3 Positive Action in Housing – The annual subscription was tabled and Management Committee approved continued membership. Noted PAiH work was seen as extremely valuable.
- 21.4 EVH wage negotiations – Initial discussions and negotiations and s have begun between EVH and union. Further meeting dates scheduled for March 2022.
- 21.5 Connect CT Energy Advisors – Two energy advisor positions are currently being advertised. The importance and need for this service was discussed and agreed. Especially now due to 54% increase in energy price cap scheduled for 1st April 2022.

22.0 Review

- 22.1 The Management Committee advised that they felt it had been a very good meeting and informative.

23.0 Date and time of next meeting

- 23.1 Monday 28th March 2022 at 3.30pm via zoom.



Signed By Chairperson:

Date: 28/3/22