

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Tuesday 28 September 2021, at 3.30pm held via Zoom

1.0 Sederunt		Action
Present:	Liz McEwan, (Chairperson) Cathie Reid (Committee Member) Christine Morris, (Secretary) Clarice Spaine, (Committee Member) Linda Cameron, (Committee Member) Margaret Stewart, (Committee Member) Tracy Coutts, (Committee Member) William Blunn, (Committee Member)	
In Attendance:	Mark Quigley, Technical Services Manager Louise Kirkland, items 9-13 only Councillor Burke, item 8 only	
2.0 Apologies		
2.1	Rodger Harley (Committee Member) Cathie Reid (Committee Member) Patricia Gallagher, Director	
3.0 Guest Speaker - Councillor Maureen Burke		
3.1	Liz and members of MC welcomed Councillor Burke to the meeting.	
3.2	New Policy agreed by ruling administration. Council aware of upsurge in fly tipping following changes to bulk uplift scheme in July. Residents should continue to report issues and hot spots. LC noted PHA had picked up bulk service to maintain estate.	
3.2	Trolleys noted as a continued issue around the estate, either from Fort or The Lochs and collection takes a while. Councillor will discuss with contacts at centre and shops.	C.MB
3.3	Community Council not resumed at present but Councillor invited MC members to attend, held on 1 st or 2 nd Tuesday of each month.	
3.4	Councillor Burke noted the Westwood Business Centre and The Circles (“More Than Profit” organisation) attempts at regeneration. Barnados located in centre and PHA may wish to signpost. PHA consider inviting The Circle representatives to future meeting.	MQ MQ
3.5	Provan Hall heritage building being refurbished. New fencing, and CCTV to improve security.	

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	3.6	£74,000 allocated to park upgrades in area, Auchinlea Road nominated for majority funding. Subject to vote by Council.	
	3.7	LC noted EHRA recent work in particular COVID impact report on area. To be circulated when published. Community spirit and local support commended during COVID	
	3.8	Councillor noted Ruchazie Pantry and flagged it is served by a community bus. PHA to consider advertising in Newsletter.	MQ
	3.9	Council not taking action on Auchinlea Road tarmac repairs until vaccination centre purpose reviewed, too busy. Other repairs in area reported: WB mentioned kerb on Gardyne Street and Balcurvie Road flytipping. Councillor will take up with relevant departments.	C.MB
		Councillor Burke was thanked for attendance and left the meeting.	
4.0	Quarterly Accounts - written report by Director and Senior Finance Officer - Approved		
		Louise Kirkland, Senior Finance Officer, joined the meeting.	
	4.1	SFO discussed Q1 summary of account report, which noted: Q1 accounts surplus, attributed to continued COVID lockdown in Rental income as expected, high void turnover Variance attributed to deferred Government grant Operating expenses, over budget through temp staffing. Assets and Fixed Liabilities impacted by COVID (planned works) Ratio analysis with EHRA and Scottish Average found PHA perform well considering low rent.	
5.0	AFS return to SHR– written report by Director - Approved		
	5.1	Return submitted to Regulator. Discussed by SFO and noted by Committee.	
		Louise Kirkland, Senior Finance Officer, left the meeting.	
6.0	Minutes of previous meeting of 30th August 2021		
	6.1	The minutes of the previous meeting on 30 th August 2021 were approved by Linda Cameron and seconded by Christine Morris.	
7.0	Matters arising from previous meeting of 30th August 2021		

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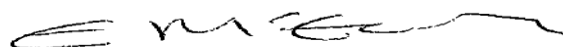
	7.1	There were no matters arising.	
8.0	Minutes of the previous meeting of 15th September 2021		
	8.1	The minutes of the previous meeting on 15 th September 2021 were approved by Linda Cameron and seconded by Christine Morris.	
9.0	Matters arising from previous meeting of 15th September 2021		
	9.1	There were no matters arising.	
10.0	Registration Of Interest		
	10.1	There were no registrations of interest noted.	
11.0	Registration Of Interest (Annual Review) – written report by Director		
	11.1	A written report by the Director was circulated prior to the meeting and approved.	
	11.2	The register of interests was updated as required.	
12.0	Timetable of meetings 2021/22 – written report by Director - Approved		
	12.1	A written report by the Director was discussed at the meeting and approved.	
13.0	Sub-Committees – written report by Director - Approved		
	13.1	A written report by the Director was circulated prior to the meeting and approved.	
14.0	Draft Stress Policy – written report by Director - Approved		
	14.1	A written report by the Director was circulated prior to the meeting and approved.	
15.0	Health and Safety Statements– written report by Director - Approved		
	15.1	A written report by the Director was circulated prior to the meeting and approved.	
	15.2	It was agreed that the statements will be circulated for signing via docu sign.	D
16.0	Draft Anti Bribery and Fraud Policy – written report by Director		

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	16.1	A written report by the Director was circulated prior to the meeting and approved.	
17.0	Approval of membership applications - verbal report by TSM		
	17.1	A verbal report by the TSM. No applications to approve.	
18.0	Recruitment of Receptionist - verbal report by TSM - Approved		
	18.1	Internal applicant process noted, interview on Wednesday 29 th September with two MC members in attendance. Actions ratified.	
19.0	SHAPS risk assessment – written report by Director- Noted		
	19.1	A written report by the Director was circulated prior to the meeting and noted.	
20.0	Q1 Performance report – written report by Director - Noted		
	20.1	A written report by the Director was circulated prior to the meeting and noted.	
	20.2	TSM noted noted non-essential repairs figure had been split to reflect ARC reporting and contractor performance, this data now available on quarterly basis as reporting methods altered.	
	20.3	There were no further queries in relation to this report.	
21.0	EHRA Benchmarking report – written report by Director		
	21.2	TSM apologised, unable to locate EHRA report for discussion. To be tabled at future meeting.	MQ
22.0	SFHA update - verbal Report By TSM		
	22.1	No update of relevance.	
23.0	EHRA update – written report by Director – Noted		
	23.1	A written report by the Director was circulated prior to the meeting and noted.	
24.0	EVH update – written report by Director - Noted		
	24.1	A written report by the Director was circulated prior to the meeting and noted	

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25.0	Correspondence Received	
	25.1	It was noted that no correspondence had been received.
26.0	A.O.C.B.	
	26.1	No other business to discuss.
27.0	Review Of Meeting	
	27.1	Not required.
28.0	Date And Time Of Next Meeting – 31st October	



Signed By Chairperson:

Date: 01/11/2021