

## **1.0 Sederunt**

### **Action**

Present: Linda Cameron ( Committee Member)  
Liz McEwan (Chairperson) – from Item 22  
William Blunn (Committee Member)  
Cathie Reid (Committee Member)  
Margaret Stewart (Committee Member)  
Barbara McCluskey (Committee Member)

In Attendance: Patricia Gallagher (Director)  
Sean Douglas (Housing Services Manager)  
Louise Kirkland (Senior Finance Officer) – 7 and 8 only  
Samantha Cosgrove (Receptionist)

## **2.0 Apologies**

2.1 Christine Morris, (Secretary)  
Tracy Coutts, (Committee Member)  
Rodger Harley, (Committee Member)  
Clarice Spaine (Committee Member)

In the absence of the Chairperson, Linda Cameron agreed to Chair the meeting. This was approved by the Committee members present.

## **3.0 Registration Of Interest**

3.1 The Director registered an interest in item 13 – recruitment update.

## **4.0 Minutes of previous meeting 20<sup>th</sup> December 2021**

4.1 The minutes of the previous meeting were proposed by Babs McCluskey and seconded by Linda Cameron

## **5.0 Matters arising from previous meeting 20<sup>th</sup> December 2021**

5.1 There were no matters arising from the previous meeting.

## **6.0 Minutes of the staff learning and development sub-committee 20<sup>th</sup> December 2021**

6.1 The minutes of the previous meeting 20<sup>th</sup> December 2021 were approved by William Blunn and seconded by Babs McCluskey.

The Senior Finance Officer joined the meeting at this point

**7.0 Annual Rent, Factoring Fee & Shared Ownership Review 2022/23 – Written by Housing Services Manager – Approved**

- 7.1 Written report By Housing Services Manager was tabled at the meeting and approved. The Housing Services Manager gave the committee time to read through the report.
- 7.2 The Management Committee discussed the two offered increases of 2.6% and 3.1%. The Management Committee discussed applying the higher amount but decided on 2.6% in line with the tenant consultation results.
- 7.3 An Issue was raised by the Management Committee re the reliability of the survey monkey as some had issues trying to use the questionnaire. Staff advised that they had tested the link, on several occasions, and it was operational.
- 7.4 There were no further queries in relation to this report.

**8.0 Final Budget 2022/23 – Written report by Director and Senior Finance Officer – Approved**

- 8.1 Written report by Director and Senior Finance Officer was circulated prior to the meeting and approved. It was noted that the 2.6% rent increase had been assumed in this report.
- 8.2 Senior Finance Officer presented the budget and highlighted the changes that had been incorporated after the draft budget was considered by the Management Committee. The Senior Finance Officer advised that the budget as presented ensures all covenants and ratios are met.
- 8.3 There were no further questions in relation to this report and it was approved.

The Senior Finance Officer was thanked for her attendance and left the meeting at this point.

**9.0 Committee Structure Review – Written report by Director - Approved**

- 9.1 Written report by Director was circulated prior to the meeting and approved.
- 9.2 It was noted that the recent business plan agreed by the MC made no recommendations for structure change. The Management

Committee agreed that they were happy with the current structure and no changes were required.

**10.0 Management Committee Appraisals outcomes action plan – Written report by Director - Approved**

10.1 A written report by the Director was circulated prior to the meeting and approved.

10.2 The Director went through the points in the plan and update the Management Committee on the wider discussions that had been held.

10.3 There was no further discussion on this report and it was approved for implementation.

**11.0 Return to Office – Verbal report by Director - Approved**

11.1 The Director provided a verbal update at the meeting and this was approved.

11.2 The Director proposed that staff return in a timetabled fashion from Monday 21<sup>st</sup> February 2022 – on the hybrid basis previously approved - and the office will open to tenants Monday 28<sup>th</sup> February 2022. Entry for tenants will be controlled.1 household per entry. D

11.3 There were no further queries in regard to this and the proposal was approved.

**12.0 Approval of membership applications – Verbal report by Director – Approved**

12.1 The Director provided a verbal update on new member applications received. Approval was given to memberships 749-757.

Director declared an interest in the next item and left the meeting at this point.

**13.0 Recruitment Update - Noted**

13.1 A verbal update on the recruitment was given by the Chair of the recruitment sub-group, the update was noted.

13.1 It was noted that the position will be re-advertised.

The Director re-joined the meeting at this point.

**14.0 Q2 & Q3 Complaints report 2021/22 – Written report by Director - Noted**

- 14.1 Written report delivered by Director was circulated prior to the meeting and noted.
- 14.2 It was noted that all complaints received were all dealt with within timeframes.
- 14.3 No questions were raised in relation to this report.

**15.0 Annual Returns Date – Written report by Director - Noted**

- 15.1 Written report by Director was circulated before meeting and noted.
- 15.2 There were no further queries in relation to this report.

**16.0 FOI quarterly update – Written report by Director - Noted**

- 16.1 Written report by Director was circulated before meeting and noted.
- 16.2 There were no FOI requests this quarter.
- 16.3 There were no questions raised in relation to this report.

**17.0 Q2 ARC Performance Report – Written report by Director - Noted**

- 17.1 Written report by Director was circulated before meeting and noted.
- 17.2 The Director went through the report in detail.
- 17.3 The Management Committee acknowledged the continuing good performance outcomes of the Staff.

**18.0 SFHA update – Verbal report by Director - Noted**

- 18.1 A Verbal report from Director was given at the meeting and noted.
- 18.2 All present advised that they had received the SFHA emails that had been forwarded on and no one had any requests for further information.

**19.0 EHRA update – Written report by Director - Noted**

- 19.1 A written report was circulated prior to the meeting and noted.
- 19.2 An update was provided on the meeting with Councillor Aitken and the event arranged for 8<sup>th</sup> March 2022.

**20.0 EVH update – Written report by Director - Noted**

- 20.1 It was noted that no January report is provided by EVH due to the festive holidays.

**21.0 Correspondence**

- 21.1 It was noted that there was no correspondence received.

**22.0 A.O.C.B.**

- 21.1 Balcurvie Road – Director advised that the Council have been involved in this area again due to poor condition. Council officers in contact with PHA Staff. Further updates will be provided when available.
- 21.2 Trolleys – Noted a meeting is being held next week organised by Councillor Burke. A further update will be given at the next meeting.
- 21.3 Bank Account Overdraft – Following discussion it was agreed that no overdraft facility was required.
- 21.4 Easterhouse Sport Centre – Director Advised that 2 bids currently in place to take over the Centre. Glasgow Rocks and Basketball Scotland. Glasgow rocks have been in touch and advised of their ethos around Community work. Management Committee agreed to send letter of support for Glasgow Rocks. MC/PG
- 21.5 Funding Grants – Director advised of funding that has been received for fuel allowances and rent. Management Committee noted and thanked staff for their work on this.
- 21.6 NAG – NASSO Awareness group. The Management Committee confirmed that they wish to remain a member of this group. Director to advise group co-ordinator.
- 21.7 SHARE conference – The Director advised that Linda Cameron will be part of a plenary session on tenant committees versus professional committees on 28th January if anyone would like to attend they should let Director know.

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 31<sup>st</sup> January at 3:30PM via ZOOM**

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21.8 Time of next Meeting – in response to a request from a Committee Member it was agreed to hold the next meeting at 6pm.

21.9 Rubbish/litter – A Management Committee member raised the issue of rubbish in the area. Noted that this has been raised with Staff previously and a clean-up was arranged. Staff will be monitoring this more closely when back in the office.

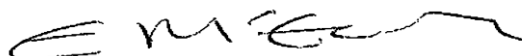
Liz McEwan (Chairperson) joined the meeting at this point

**23.0 Review of Meeting**

23.1 Management Committee agreed that the meeting was well managed by the stand-in Chairperson. All felt it has been a productive session.

**24.0 Date and Time of next meeting**

24.1 The next meeting will be held on Monday 28<sup>th</sup> February 2022 at 6pm via Zoom.



Signed By Chairperson:

Date: 28/2/22