

**Minute of Management Committee Meeting held on
Wednesday 13 September 2023 at 7.45pm at the Connie
Provanhall Housing Association Limited**



1 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	Elizabeth McEwan	(Committee Member)
	Clarice Spaine	(Committee Member)
	Deborah Anderson	(Committee Member)
	Tracy Coutts	(Committee Member)
	James McGuire	(Committee Member)
Staff	Alan Hume	(Director)
	Heather Elder	(Corporate Services Assistant - Minute Taker)

2 Apologies

Received from	Margaret Stewart	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)

3 Registrations of Interest

3.1 None

4 Management Committee Minutes for Approval

4.1 Paper circulated prior to meeting from the Director.

4.2 Minutes of management committee meeting 28 August 2023 were Proposed by Christine Morris and seconded by Linda Cameron.

5 Signatories for Development Funding

5.1 The Director advised he had received an email from the council regarding signatories for funding for development. The Director confirmed he has provided the council with BTO Solicitors bank details as this is where funding will be paid into.

5.2 Management Committee (MC) confirmed they are happy with this and they will be signatories.

6 Declarations and Registration of Interests

6.1 All present MC members were issued with, completed and signed this year's Declarations and Registration of Interests forms.

- 6.2 Forms will be issued to MC members who were not in attendance so that they can complete and return them.

7 EVH Employer's consultation for the April 2024 pay award

- 7.1 The Director advised that regular pay, excluding bonuses, rose by 7.8% in May to July compared with a year earlier - matching the pace of inflation over the same period. That wage increases are normally linked to either RPI or CPI.
- 7.2 A discussion took place and Linda Cameron advised she would like a short meeting tomorrow at 1.30pm for MC members only so that they can discuss and agree the figure they wish to submit to the consultation.

8 Election of New Management Committee Members

- 8.1 The Director confirmed that there are two candidates for nomination onto the Management Committee.
- 8.2 Deborah Anderson received 5 nominations and was seconded by Clarice Spaine.
- 8.3 Ayodeji Olorunsogo received 5 nominations and was seconded by Linda Cameron.

9 Appointment of Chairperson

- 9.1 The Director confirmed that the Chairperson is a post valid for five years. Linda Cameron has been in the post for one year and therefore no election is required for this position.

10 Appointment of Secretary

- 10.1 Christine Morris was nominated by Elizabeth McEwan and seconded by Linda Cameron.

11 Appointment of Vice Chairperson

- 11.1 This is a new position on the MC. James McGuire received 5 nominations and was seconded by Linda Cameron.

12 Sub-Committee Conveners

- 12.1 The Director confirmed that sub-committee will now take place before the monthly MC meetings. It was agreed the sub-committee conveners will be agreed at the next MC meeting at the end of October 2023.

13 Annual Review

The Director asked for feedback on this year's annual review. Overall the MC are very pleased with it. They liked the new size and agree it looks very professional.

14 Date of Next Meeting

14.1 The next Management Committee Meeting is scheduled for Monday 30 October at 5pm.

There being no further business the meeting was brought to a close at 8pm.



Signed by (Chairperson)

Date 30 October 2023