

Minute of Management Committee Meeting held on Monday 24 April 2023 at 5pm in the Committee Room

Provanhall Housing Association Limited



1.0 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	William Blunn	(Committee Member)
	Barbara McCluskey	(Committee Member)
	Margaret Stewart	(Committee Member)
	Clarice Spaine	(Committee Member)
	James McGuire	(Committee Member)
	Tracy Coutts	(Committee Member)

Staff	Alan Hume	(Director)
	Heather Elder	(Minute Taker)

Observer	Veronica Fitzpatrick	(Member)
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2.0 Apologies

Received from	Elizabeth McEwan	(Committee Member)
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3.0 Registrations of Interest

3.1 No declarations made

4.0 Minutes of previous meeting

4.1 Minutes proposed by Christine Morris and seconded by Barbara McCluskey.

5 Matters arising

5.1 No matters arising from previous meeting

6 H&S consultant review and feedback

6.1 Paper circulated prior to meeting from the Director.

6.2 The Director took the MC through the report and notes. The Director advised of the 81 areas assessed; 14 are identified as being partially or non-conforming. The report was noted by the MC.

7 Housing Services Sub-Committee Minute

7.1 Paper circulated prior to meeting from the Director. Approved by Christine Morris and seconded by William Blunn.

8 Housing Services Manager Recruitment – Verbal update from Director

8.1 The Director confirmed the advert is out and the closing date is midnight on 10 May 2023.

8.2 The Director requested any committee member who wishes to assist with the shortlisting and interviews to contact him. Christine Morris expressed an interest and would confirm by tomorrow if she is available for both the shortlisting and interview dates.

9 Temporary Finance Administrator post

9.1 Paper circulated prior to meeting from the Director.

9.2 The Director took the MC through the reasoning for the post and the recruitment process. This was approved by the MC.

10 Technical Services Assistant post

10.1 Paper circulated prior to meeting from the Director.

10.2 The Director took the MC through the reasoning for the post and the recruitment process. This was approved by the MC.

11 MC Membership Update

11.1 Paper circulated prior to meeting from the Director.

11.2 The Director confirmed that there are four interested Members. One of which is Veronica Fitzpatrick who was in attendance at tonight's meeting to observer.

11.3 The Director verbally confirmed that Rodger Harley is no longer a MC member and that a letter was issued thanking him for his contribution.

12 Confidential Item

12.1 The confidential item was approved by the MC and is available as an appendix.

13 ARC

13.1 The Director gave a verbal update and this was noted by the MC.

14 SFHA Update

14.1 The Director gave a verbal update.

14.2 The Director is recommending that no staff or committee attends the upcoming SFHA Annual Conference due to the level of training already programmed in for this year.

14.3 There was no interest expressed by the MC for the upcoming Annual SFHA Conference.

15 EHRA Update

15.1 The Director gave a verbal update.

15.2 It was noted that there had been changes to the meeting frequencies and the Director confirmed those to the relevant members.

16 EVH Update

16.1 The Director gave a verbal update.

16.2 There was no interest expressed for the upcoming AGM.

17 EDI Update

17.1 The Director confirmed that an updated will be provided in June.

18 Correspondence Received

18.1 No correspondence received.

19 A.O.C.B

19.1 Membership for Number 795 approved. Certificate signed by Linda Cameron (Chairperson) and Christine Morris (Secretary). The certificate was stamped and will be posted out to the member.

19.2 Meeting time. The Director confirmed that the attendance has been better for meetings starting at 5pm. It was therefore agreed with the MC that future meetings will start at 5pm.

19.2.1 A MC member advised that 5pm was an unsuitable time for him and he will no longer be able to attend. The Director agreed to speak to them separately.

19.3 The Director advised that the Scottish Housing Regulator has issued Advisory Guidance for minutes. This will be brought to the next meeting.

19.4 Due to the May bank holiday weekend and staff availability it is proposed that the next Audit Sub-committee meeting is moved from 29 May 2023 and now takes place on Monday 12 June 2023 at 4pm.

19.4.1 Due to the May bank holiday weekend and staff availability it is proposed that the next Management Committee meeting is moved from 29 May 2023 and now takes place on Monday 12 June 2023 at 5pm.

19.4.2 The Housing Sub-committee which is already scheduled for 12 June 2023 will be incorporated with the Management Committee meeting at 5pm.

19.5 Clarice Spaine, Barbara McCluskey and Tracy Coutts all requested that they receive printed papers. The rest of the MC will receive theirs electronically.

19.6 There being no further business the meeting was brought to a close at 5.35pm.

18 Review of the meeting

18.1 Barbara McCluskey asked Veronica Fitzpatrick how she had found the meeting. She said she found it interesting and would be looking to return. MC commented that we got through a lot of business quickly and reports circulated prior to meeting were comprehensive.

19 Date of Next Meeting

19.1 The next Management Committee Meeting is scheduled for Monday 12 June at 5pm.

Signed by (Chairperson)



Date 30 May 2023