

# Minute of Management Committee Meeting held on Tuesday 26 June 2023 at 5pm in the Committee Room

## Provanhall Housing Association Limited



### 1 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	Deborah Anderson	(Committee Member)
	Veronica Fitzpatrick	(Committee Member)
	Barbara McCluskey	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)
	Tracy Coutts	(Committee Member)
Staff	Alan Hume	(Director)
	Heather Elder	(Customer Service Assistant - Minute Taker)
	Stephen Baxter	(Housing Services Manager)

### 2 Apologies

Received from	Clarice Spaine	(Committee Member)
	James McGuire	(Committee Member)
Leave of absence	Elizabeth McEwan	(Committee Member)

### 3 Registrations of Interest

- 3.1 Ongoing Declaration of Interest received from Deborah Anderson in relation to Connect Community Trust

### 4 Presentation from Donna McGill, Community Connector / Lecturer

- 4.1 Donna did not attend the meeting. It was unknown at the time of the meeting why she had not attended.
- 4.2 Post Meeting Note: We received an email after the meeting apologising for her not attending, but she has been unwell and hopes to attend a future meeting.

### 5 Minutes of previous meeting

- 5.1 Minutes proposed by Christine Morris and seconded by Tracy Coutts.

### 6 Matters arising

- 6.1 No matters arising from previous meeting

## **7 Internal Audit Plan**

- 7.1 The Director advised that due to recruitment and investigation commitments he has been unable to bring an update to tonight's meeting. He will provide an update at the next MC meeting.

## **8 Quarterly Update on Annual Assurance**

- 8.1 The Director gave the following verbal updates:
- The ARC was submitted on time and validated by the external auditor.
  - The 5 year Financial Plan was submitted on time.
  - The Cyber Assurance Statement was submitted on time.
  - A full review of the H&S plan has been completed.

## **9 Six Month Review of Risk Register**

- 9.1 No update was provided the by Director. He will provide an update at the next MC meeting.

## **10 H&S Action Plan Update**

- 10.1 The Director again confirmed that all items on the action plan have been completed.

## **11 Confidential Item**

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

## **12 SFHA Update**

- 12.1 The Director gave a verbal update.
- 12.2 The Director advised he had met with a SFHA representative who provided an update on things on their horizon.
- 12.3 SFHA have offered to meet with staff for feedback on their services and to find out if there is anything that staff feel they should be doing.

## **13 EHRA Update**

- 13.1 The Director gave a verbal update.
- 13.2 The Director confirmed that there had been a full meeting recently. Discussions took place around computer systems. SDM doubled their fees and there is now serious concerns surrounding value for money and the viability of the service.
- 13.3 The Director has suggested a joint procurement by EHRA members for a new computer system. That was the same system would be supplied and managed by the same organisation. This will require further discussion.

13.4 The Chair confirmed that EHRA is now meeting monthly instead of quarterly. It provides more availability of meetings for people to attend, rather than it being 6 months in between meetings if you can't attend one.

13.5 The Director confirmed that PHA can have a further 2 MC members attend as well as the Chair. He advised that MC members could rotate who attends if that would help. MC asked to contact Alan if they wish to attend a meeting.

#### **14 EVH & SHARE Update**

14.1 The Director confirmed that EVH will be starting next year's pay negotiations in August.

14.2 The Director said there is a couple of courses coming up soon provided by SHARE which he recommended to MC.

14.3 CSA agreed to forward the email containing the courses to MC and request that they confirm urgently if they wish to attend as the courses are in July.

#### **15 EDI Update**

15.1 The Director confirmed a strategy document will be brought to the next meeting.

#### **16 Correspondence Received**

16.1 The Director confirmed there has been no correspondence received.

#### **17 New Members**

17.1 Membership for Numbers 799, 800, 801, 802, 803 & 804 were approved. Certificate signed by Linda Cameron (Chairperson) and Christine Morris (Secretary). The certificate was stamped and will be posted out to the member.

#### **18 A.O.C.B**

18.1 Refurbishment of 30 Auchinlea Road, flat 0/2. The Director brought a report before the MC seeking discussion and agreement on the way forward for the refurbishment of this property.

18.1.1 Ramsay McMichael Consulting Ltd have been assisting Technical Services with the design and specification for sub-dividing the two storey maisonette flat located at 30 Auchinlea Road. Design discussions with Glasgow City Councils Building Standards Team have identified that the Council would view sub-division works as a Conversion.

18.1.2 Under Building Control Regulations any Conversion should be undertaken to current building standards therefore each flat would need to be fitted with an automatic fire suppression system (sprinklers) This new standard for social housing was introduced in March 2021 and is typically applied to new build

housing developments although Conversions are also included as some of these can be a significant scale (e.g. Bellgrove Hotel as an example).

18.1.3 MC reviewed the four options. The Chair asked if there would be anyone on our waiting list for such a property. The Director confirmed there would be, however, there is a risk that we house a family, but quite quickly the kids grow up and move out, leaving the property massively under occupied. The Association has had experience of this on multiple occasions and despite offering the occupant(s) a very good package to move they have refused.

18.1.4 Following discussions, MC approved Option 2: Refurbishment to surrounding Building Standards – re-let as two units.

18.2 MC were asked to note the following dates for their diaries:

- Staff & MC Away Day is Friday 18<sup>th</sup> August 2023
- AGM is Wednesday 13<sup>th</sup> September 2023

18.2.1 The CSA agreed to email MC members with these dates.

18.3 Elections. The Director will put a paragraph together for new MC members. A vote then needs to take place to vote them onto the MC.

18.4 Committee Training. The Director reminded MC that training is a requirement. He acknowledges that doing it online doesn't suit everyone, therefore he will issue a list of dates he is available for any MC member who wishes to attend the office and do a group session and work through the assigned courses.

18.5 SHARE - End of Year Conference. The Chair noted it had been previously agreed that MC and staff would not be attending any conferences this year. However, she feels that the end of year conference is a great opportunity to network and see what other organisations are talking about.

18.5.1 The Director asked if information had been released about it yet, i.e. where, when, agenda and costs. The Chair advised she has not heard or seen anything about it yet.

18.5.2 The Director said he has no issue paying for training that will directly benefit MC members individually and the Association. However, particularly given the current climate, it is difficult to justify some of the costs associated with previous conferences, especially when they run into 2 night stays.

18.5.3 It was agreed that it will be looked at, once information has been released.

## **19 Review of the meeting**

19.1 The chair asked for feedback on how they felt the meeting went.

19.2 Many were pleased it was a shorter meeting, as the May meeting was very long due to the end of year requirements.

19.3 Veronica said thank you for the papers being provided on yellow paper. It was much easier to read. CSA said to let her know if there was anything else she would like produced on yellow paper.

**20 Date of Next Meeting**

20.1 The next Management Committee Meeting is scheduled for Monday 28 August at 5pm.

There being no further business the meeting was brought to a close at 17:50



Signed by (Chairperson)

Date 28 August 2023