

1.0 Sederunt

Action

Present: Liz McEwan, (Chairperson)
Cathie Reid (Committee Member)
Christine Morris, (Secretary)
Clarice Spaine, (Committee Member)
Rodger Harley, (Committee Member)
Margaret Stewart, (Committee Member)
Linda Cameron, (Committee Member)
Babs McCluskey, (Committee Member)

In Attendance: Patricia Gallagher, Director

2.0 Apologies

2.1 Rodger Harley, (Committee Member)
Tracy Coutts, (Committee Member)

3.0 Registration Of Interest

3.1 There were no registrations of interest noted.

4.0 Minutes of previous meeting of 28th September 2021

4.1 The previous minutes were approved by Linda Cameron and seconded by Christine Morris.

5.0 Matters arising from previous meeting of 28th September 2021

5.1 Item 3.2: No feedback has yet been received from Councillor burke re the trollies. The Director will pursue this. D

5.2 Item 3.4: It was noted that Staff had been informed of the Barnardo's service re signposting. The Director update the Management Committee on the Circle group. Following this it was agreed not to invite them to a meeting.

6.0 Minutes of the previous meeting of Housing Services Sub Committee of 13th September 2021

6.1 The minutes of the previous meeting of 12th July 2021 were approved by Babs McCluskey and seconded by Linda Cameron.

7.0 Matters arising from previous meeting of Technical Services Sub Committee of 9 August 2021.

- 7.1 It was noted that the agenda stated that the meeting was held on the 13th September 2021. However the correct date was the 8th August 2021.
- 7.2 The minutes were approved by Linda Cameron, seconded by Liz McEwan.

8.0 Annual Assurance Statement 2021 – written report by Director - Approved

- 8.1 A written report by the Director was circulated prior to the meeting and approved.
- 8.2 It was noted that the statement was due with the regulator on 31st October, but an extension had been granted as this meeting was not being held until 1st November.
- 8.3 Approval was given for the electronic signing of the documents and submission to the Regulator
- 8.4 There were no further queries in relation to this report.

9.0 Draft Smoking policy – written report by Director - Approved

- 9.1 A written report by the Director was discussed at the meeting and approved.
- 9.2 The Director confirmed that there had been no changes made to this policy during the review.
- 9.3 There were no comments or queries raised in relation to this policy review.

10.0 Special Business Plan meeting – verbal report by Director - Approved.

- 10.1 A verbal report by the Director was given at the meeting and approved.
- 10.2 The Director recommended that a special Management Committee meeting be held on 15th November 2021, to review the business plan.
- 10.3 It was agreed that the agenda for this meeting would be kept brief, to allow sufficient time to give the Business Plan full consideration.

11.0 Unacceptable Actions Policy – written report by Approved

11.1 It was noted that this item was on the agenda in error as this policy had been brought forward in the year for approval.

12.0 Freedom of Information and Environmental Information Policy– written report by Director – Approved

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

12.2 The Director gave a brief overview of the legislation behind the policy. She advised that no significant changes had been made to the policy during the review.

12.3 There were no comments or queries raised in relation to this policy review.

13.0 Loans LIBOR to SONIA changes – written report by Director and Senior Finance Officer – Approved

13.1 A written report by the Director and the Senior Finance Officer was given at the meeting and approved.

13.2 The Director went through the report and the recommendations in detail. Following this the Management Committee advised that they approved the Senior Finance Officers recommendations.

13.3 Approval was given to sign the relevant documentation re this for both the RBS and Nationwide banks.

14.0 Approval of membership applications- verbal report by Director

14.1 A verbal report by the Director was circulated prior to the meeting and approved.

14.2 Approval was given to membership Application numbers:743-748

15.0 FCA Annual return – written report by Director and Senior Finance Officer- Ratified

15.1 A written report by the Director and Senior Finance officer was circulated prior to the meeting and ratified.

15.2 It was noted that this was approved by the Chairperson outwith the meeting cycle due to the timescale for submission.

15.3 There were no further queries in relation to this report.

16.0 Q2 Complaints Report – written report by Director - Noted

16.1 A written report by the Director was circulated prior to the meeting and noted.

16.2 There were no further queries in relation to this report.

17.0 FOI Quarterly Report - verbal Report By Director – Noted

17.1 A verbal report by the Director was noted.

17.2 The Director advised of the number of FOI's received that had been reported to the information Commissioner. She confirmed that all requests received had been responded to in full and had been responded to within the required timescales.

17.3 There were no further queries on this report.

18.0 SFHA update – verbal report by Director – Noted

18.1 A verbal report by the Director given at the meeting.

18.2 The Director advised that all emails from SFHA had been passed on to all Management Committee members. Members advised that they found these useful and interesting.

18.3 Director advised that Chief Exec. Of SFHA would be speaking at COP26 event and a link to this had been sent for any member to attend.

19.0 EHRA update – written report by Director - Noted

19.1 A written report by the Director was circulated prior to the meeting and noted

19.2 Committee Shadowing – Director asked any committee member interested in this to let her know.

19.3 Joint Training –details of joint training courses arranged for November were advised. The Director advised that an email to book these would be issues nearer each session.

19.4 There were no further questions on the EHRA report.

20.0 EVH update – written report by Director - Noted

- 20.1 It was noted that the September report was attached to the papers but the October report was not yet available. It will be circulated once received.

21.0 Correspondence Received

- 21.1 Correspondance was received for EVH re the wage agreement. Management Committee advised that their oreferecne is option 4 – to wait until April and see what options are at that time.

22.0 A.O.C.B.

- 22.1 Co-Wheels event – the Director advised of a Co-wheels event being held on 3rd November to promote the scheme.
- 22.2 Good neighbour Awards – Management Committee agreed that as the EHRA community festival was not taking place this year, the Association would do these awards in house and all 3 nominees would receive an award and £50 cash prize. D
- 22.3 Ph13 Kitchens Compensation approved – the Director advised the Management Committee of compensation that had been verbally offered to tenants in Phase 13 who did not receive the kitchens they had chosen. She advised that she was aware of this offer after it was made, but that there are no written records of it. All relevant personnel have now left the site. The compensation was £60 for a maximum of 6 properties. The Management Committee agreed to pay this compensation as a good will gesture to the tenants affected. TSM
- 22.4 Q1 complaints timescales – The Director updated on the Q1 complaints timescales that had been omitted for the report when it was presented to Management Committee. She confirmed that the days were: Stage 1 - 2 days Stage 2 – 10days
- 22.5 Buy Back – 3Conisborough Road – Director advised that an opportunity had arisen to buy back a property at his address. She advised of the valuation and Management Committee approved an informal offer to be made initially below the valuation price. D
- 22.6 Xmas Event -It was agreed to hold a Staff and Committee Xmas event on Friday 17th December 2021, in the same format as last year. D
- 22.7 Staircleaning – Director advised that concerns have been raised re the standard of work in this contract. She advised that the Housing Services Manager is meeting with the Contractor tomorrow. Management Committee approved the termination of

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the contract by the Housing Services Manager if the issue cannot be resolved, and the appointment of a temporary contractor until the end of March 2022, when the contract will be going put to tender.

22.8 Long Term Investments – It was noted that the Senior Finance Officer will prepare a report on this for the next Management Committee Meeting.

23.0 Review of Meeting

The Management Committee advised that they felt the pace of the meeting had gone well and a lot had been covered. They felt it had been a good meeting.

24.0 Date And Time Of Next Meeting – 29TH November 2021 at 3.30pm via zoom.



Signed By Chairperson:

Date: 29/11/2021