

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 6th July 2020, at 3pm held via Zoom

1.0 Sederunt

Action

Present: Elizabeth McEwan (Chairperson)
Cathie Reid, (Committee Member)
Linda Cameron, (Co-optee)
Christine Morris, (Secretary)
Clarice Spaine, (Committee Member)
Rodger Harley, (Committee Member)

In Attendance: Patricia Gallagher, Director

2.0 Apologies

2.1 Margaret Stewart, (Committee Member)
Tracy Coutts, (Committee Member)
Barbara McCluskey, (Committee Member)

3.0 Registration Of Interest

3.1 There were no registrations of interest.

4.0 Minutes of previous meeting of 8th June 2020

4.1 The minutes from the previous meeting of 18 May 2020 were approved by Christine Morris and seconded by Cathie Reid.

5.0 Matters arising from previous meeting of 27 March 2020

5.1 Item 17.2 – A report on the UC figures had been circulated with the papers and was noted by the Management Committee

5.2 Item 17.3 – The Director reported that the Housing Services Manager had advised that new processes will be put in place to address the low performance in this area. HSM

6.0 Draft Learning and Development Policy - Written Report By Director - Approved

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

6.2 It was noted that the new policy takes in to account the new ways of undertaking learning and development as have been necessary under lockdown and discussion took place on costs savings this could bring going forward re reduced price courses and time saved on travel.

6.3 There were no further queries on this policy and it was approved for immediate implementation.

7.0 Draft Tenant Participation Strategy and Action Plan – Written Report by Director - Approved

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

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approved.

7.2 Again it was noted that new ways of doing tenant participation will be looked at. This will focus on more use of digital platforms and more specific written formats via Newsletter.

7.3 In response to a question from a Committee Member it was advised that new methods used will be monitored for effectiveness and reviewed appropriately. Man Team.

8.0 Older Person's Survey Report and Action Plan – Written Report by Director– Approved

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

8.2 The Management Committee noted the outcomes from the report and approved the opening of discussions with Connect CT re developing services alongside service users. D

9.0 Wider Role Strategy – Written by Director - Approved

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

9.2 Discussion took place on a review of outcomes from the COVID 19 emergency response that took place in the area and Greater Easterhouse, and the incorporation of any needs and/or developments from this being incorporated into the plan. D

9.3 There were no further questions and the strategy and action plan were approved for immediate implementation. D

10.0 Annual Leave Post Lockdown – Written Report by Director – Approved

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

10.2 A discussion took place on the recommendations of the report alongside EVH current guidance on furlough. Management Committee felt it was important Staff took some leave during the year. The Director advised that most Staff did have booked leave in place. It was agreed an update on annual leave will be presented to the October Management Committee meeting. D

11.0 Furlough Arrangements – Written Report By Director - Ratified

11.1 A written report by the Director was circulated prior to the meeting and ratified.

11.2 There were no further comments in relation to this report.

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12.0 Gas Central Heating Repairs – Written Report By Technical Services Manager - Approved

- 12.1 A written report by the Technical Services Manager was circulated prior to the meeting and was approved.
- 12.2 It was noted that as prior approval had not yet been sought from the Convenor of the Technical Services Sub Committee and the Chairperson, this report should have been under items for approval.
- 12.3 The Management Committee discussed this report in line with continuing guidance on Coronavirus and approved it.
- 12.4 In response to a question from a Committee Member, the Director advised that this will be notified to Tenants via the Newsletter. D

13.0 Annual Notifiable Events Report - Written Report by Director – Noted

- 13.1 A written report by the Director was circulated prior to the meeting and was noted.
- 13.2 It was noted that this report was one of the requirements for compliance with the Annual Assurance statement.

14.0 Training and Publications - Written Report by Director – Noted

- 14.1 A written report by the Director was circulated prior to the meeting and was noted.
- 14.2 It was confirmed that the date of the Code of Conduct training was now Monday 27th August 2020. Members interested in attending to notify the Director. MC

15.0 EVH update – Written Report by Director – Noted

- 15.1 A written report by the Director was circulated prior to the meeting and noted.
- 15.2 Any Committee Member who would like further information on anything within the report was asked to advise the Director. MC

16.0 EHRA update – Verbal Report by Director - Noted

- 16.1 A verbal report by the Director was given at the meeting.
- 16.2 It was noted that the full meetings have been reinstated and are progressing well via video conferencing. Guest Speaker will be attending future meetings.
- 16.3 There were no queries raised in relation to this report.

17.0 SFHA update – Verbal Report by Director - Noted

- 17.1 A verbal report by the Director was given at the meeting.

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17.2 The Director advised that SFHA have set up on line forums on several issues, but overall there is not very much coming from SFHA.

17.3 Director advised that any email updates will continue to be forwarded to Management Committee members. D

18.0 Correspondence – Verbal Report By Director- Noted

18.1 The Director noted that no correspondence had been received.

19.0 AOCB

19.1 PAIH Emergency Appeal D
The Director referred to an email that had been forwarded to all Members re this. The Chairperson proposed a donation of £50. This was approved.

19.2 Pantry D
Director advised members that the Pantry looks like it will be opening soon in Ruchazie and this may be a good service to promote to Tenants and particularly elderly residents. It was also agreed to look in to using eth electric car scheme to transport residents there and back.

19.3 Phase 13 and Phase 14 Update D
The Director advised that the Phase 13 site had re opened – although not fully. She further advised that an update report on Phase 13 and Phase 14 will be presented at the next meeting.

19.4 IT Changes D
The Director advised that Management Committee that due to lockdown and the changes this had brought re remote working, our IT support company had reviewed its proposals fro upgrades as was approved at the February meeting. The revised proposals were discussed re a move to permanent remote systems – cloud based. The Director advised that although annual cost may initially be more expensive, the cots were not excessive and in the longer term there would be savings on hardware. The proposals were agreed. It was noted that this applied to all four areas of upgrade required although the waiting list service will be being reviewed due to costs for upgrades from the provider.

19.5 Sub Committee 1/4ly reports D
The Director proposed that the most important quarterly reports from Technical and housing Services now be brought to the Management Committee, to ensure good governance and oversight can be maintained, in lieu of sub committee currently not taking place. This was agreed.

19.6 AGM arrangements update D
The Director advised that she was currently looking at the possibility of conducting this year's AGM via video conferencing, she advised of legal

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advice that had been issued from our Solicitor that advised that this was permissible. It was agreed to pursue this with a voucher for Morrisons being offered to attendees in lieu of raffle prizes and fish suppers. Following discussion it was agreed that the main cash prize still be offered alongside the vouchers.

19.7 Special Allocation

HSM

The Director advised of a request from the Housing Services Manager for a special allocation in line with the Allocation Policy. The Director provided the details of the case and the allocation was approved

20.0 Review of meeting

20.1 The members present advised that they felt the meeting was run effectively and that videoconferencing was no hindrance to the meeting format.

21.0 Date and time of next Meeting

21.1 The next meeting will be held on Monday 27th July 2020 at 3pm via Zoom, unless otherwise advised.

Signed By Chairperson:



Date: 27/07/20