

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

1.0 Sederunt

Action

Present: Elizabeth McEwan (Chairperson)
Cathie Reid, (Committee Member)
Linda Cameron, (Co-optee)
Barbara McCluskey, (Committee Member)
Christine Morris, (Secretary)
Clarice Spaine, (Committee Member)
Tracy Coutts, (Committee Member)

In Attendance: Patricia Gallagher, Director

2.0 Apologies

2.1 Rodger Harley, (Committee Member)
Margaret Stewart, (Committee Member)

3.0 Registration Of Interest

3.1 There were no registrations of interest.

4.0 Minutes of previous meeting of 18 May 2020

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

5.0 Matters arising from previous meeting of 27 March 2020

5.1 There were no matters arising from the previous minutes.

6.0 Minutes of Technical Services Sub Committee Meeting of 24 February 2020

6.1 The minutes of the sub committee meeting were approved by Cathie Reid and seconded by Clarice Spaine.

7.0 Minutes of Housing Services Sub Committee Meeting of 9 March 2020

7.1 The minutes of the sub committee meeting were approved by Babs McCluskey and seconded by Liz McEwan.

8.0 Coronavirus Financial Impacts - 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 discussed the contents of the report and the narrative provided by the Senior Finance Officer.

8.3 The Management Committee agreed that no further action is required at present re additional furlough or cost saving measures, but that this will be kept under review on a monthly basis.

D/SFO

8.4 There were no further comments of the current financial position.

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9.0 Coronavirus Void Properties Report – Written Report by Director - Approved

- 9.1 A written report by the Director was circulated prior to the meeting and approved.
- 9.2 The Management Committee discussed void loss and noted the referrals to GCC.
- 9.3 The Management Committee authorised the offer of new voids to GCC.
- 9.4 For post lockdown, the Director recommended that study be undertaken to look at void turnover and means to reduce it. This was approved. D/HSM

10.0 Update on Annual Assurance Statement Action Points – Written Report by Director– Approved

- 10.1 A written report by the Director was circulated prior to the meeting and approved.
- 10.2 The Director highlighted the completed actions, timetabled actions and actions outstanding. The Management Committee noted and approved the work plan for going forward. D

11.0 Occupational Driving Policy – Written by Director - Approved

- 11.1 A written report by the Director was circulated prior to the meeting and ratified.
- 11.2 It was noted that this review was being carried out in line with the required review timetable.
- 11.3 There were no further comments or queries on this report.

12.0 Mail Procedure – Written Report by Director – Approved

- 12.1 A written report by the Director was circulated prior to the meeting and ratified.
- 12.2 It was noted that this review was being carried out in line with the required review timetable.
- 12.3 There were no comments on this report.

13.0 Management Committee Appraisal Report – Written Report By Director - Approved

- 13.1 A written report by the Director was circulated prior to the meeting and ratified.
- 13.2 The action plan and learning and development plan were approved for implementation.
- 13.3 The Chairperson thanked the Committee Members for the vote of

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confidence in her abilities as Chair.

14.0 Out of Hours Procedure update – Written Report By Director - Approved

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

14.2 It was noted that this review was undertaken to up date the policy in line with the recent change in personnel.

15.0 Annual Write Off Reports - Written Report by Director – Ratified

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

15.2 In response to a question the Director outlined the debt recovery law in Scotland re the Associations ability to recover these debts.

16.0 Annual Complaints overview Report 2019/20 - Written Report by Director – Noted

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

16.2 The Director advised that Complaints training is on the Staff learning and development programme. She further advised that Management Committee members would be invited to attend this session also.

17.0 Q4 Performance Report - Written Report by Director – Noted

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

17.2 The Director advised that the UC figures were not available due to the timing of the meeting but will be provided for the next meeting.

17.3 In response to a question for a Committee Member, the Director advised that she will raise the issue of lack of access for new tenant visit with the Housing Services Manager and ask for an update on how this is/will be addressed.

D/HSM

18.0 Health and Safety Report – Written Report by Director – Noted

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

18.2 There were no further queries on this report.

19.0 SFHA update – Verbal Report by Director - Noted

19.1 A verbal report by the Director was given at the meeting.

19.2 The Director noted that there was nothing significant to report. There were no further queries or comments on this item.

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20.0 EHRA update – Verbal Report by Director - Noted

- 20.1 A verbal report by the Director was given at the meeting.
- 20.2 The Director advised that the main meetings are resuming as of 10th July 2020.
- 20.3 The Director advised that discussion should take place at the next meeting on the launch of the EHRA video. A full update will be provided at the next meeting.

21.0 EVH update – Written Report by Director - Noted

- 21.1 A written report by the Director was circulated prior to the meeting and was noted.
- 21.2 There were no further comments on this report.

22.0 Correspondence – Verbal Report By Director- Noted

- 22.1 The Director noted that no correspondence had been received.

23.0 AOCB

- 23.1 Income Maximisation officer
The Director advised that Connect CT have confirmed the appointment of a new income maximisation Officer and that they will start on 6th July 2020. She also confirmed that the Association will continue to provide 2 full days of this service.
- 23.2 Furlough - Approved
The Director advised that she wished to extend the current furlough of two members of Staff until the end of June and to review it thereafter. This was approved.

24.0 Review of meeting

- 24.1 The members present advised that they enjoyed the format of the meeting and that it had run well.

25.0 Date and time of next Meeting

- 25.1 The next meeting will be held on Monday 6th July 2020 at 3pm via Zoom, unless otherwise advised.



Signed By Chairperson:

Date: 06\07\2020