

# Minute of Management Committee Meeting held on Monday 27 June 2022 at 3pm via Hybrid

## Provanhall Housing Association Limited

### 1.0 Sederunt

Present: Elizabeth McEwan (Chairperson)  
Linda Cameron ( Committee Member, Chair)  
Catherine Reid (Committee Member)  
Barbara McCluskey (Committee Member)  
Tracy Coutts (Committee Member)  
Clarice Spaine (Committee Member)  
William Blunn (Committee Member)  
Rodger Harley (Committee Member)

In Attendance: Alan Hume (Director)  
Louise Kirkland (Senior Finance Officer)  
Samantha Cosgrove (Receptionist)

### Action

### 2.0 Apologies

Christine Morris (Secretary) SL

### 3.0 Registrations of Interest

3.1 There were no registrations of interest.

### 4.0 Minutes of previous meeting on 28 March 2022

4.1 The minutes were agreed to be an accurate and true reflection of the meeting. The minutes were proposed by Linda Cameron and seconded by Tracey Coutts.

### 5.0 Matters arising from previous meeting of 28 March 2022

5.1 There were no matters arising from the previous meeting.

### 6.0 TPT Scheme Benefit Consultation

6.1 There is a working group for SHAPS and this includes two of the MC, Linda Cameron and Elizabeth McEwan. There has been no correspondence nor contact via EVH regarding the development of SHAPS. SFO will find out the current status and report back. Any impact of SHAPS will be reviewed in the 30 year plan.

SFO

### 7.0 Westfield Health Scheme (Staff) - Approved

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7.1	The Director circulated the Westfield Health Scheme report prior to the meeting. The members of the Management Committee approved the scheme. The scheme will now go to Azets for auditing to confirm it does not breach Entitlements, Payments & Benefits policy.	Dir
7.2	The MC appreciated the proposal of having the scheme as an preventative measure to encourage staff wellbeing.	
<b>8.0</b>	<b>Social Media Policy - Approved</b>	
8.1	The Director circulated the Social Media Policy prior to the meeting. The members of the management committee appreciated the robust and succinct nature of the policy and approved it's adoption.	Dir
8.2	The management committee would like the staff and committee to come together for a joint training event. To fully understand the application of the policy and the impact of social media on Housing Associations.	
<b>9.0</b>	<b>Equality, Diversity and Inclusion</b>	
9.1	The Director provided a verbal update at the meeting to inform the committee of the progress made on the an Equalities Impact Assessment (EIA) and it's introduction to all policy renewals / development.	
9.2	The EIA and it's implementation is to be by October 2022.	
9.3	The assessment is to be applied to all policies and procedures. The MC have agreed the proposal to assess policies when due for renewal.	
<b>10.0</b>	<b>SHARE update</b>	
10.1	The Director provided a verbal update at the meeting regarding training available.	
10.2	All the upcoming training is to be collated and distributed to the members so that they can decide what and when they attend.	Dir
10.3	The Governing Body Exchange 2022 residential at the Seamill Hydro Hotel 31 August and 1 September should have early bird booking. When this is released the management committee is to be informed.	Recep
<b>11.0</b>	<b>Hybrid Working Policy</b>	

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11.1 The Director informed the management committee that there is a hybrid working policy in development based on EVH model policy. Staff have been asked for feedback on how they see Hybrid Working being incorporated (or not) from August 2022.

11.2 The management committee requested the policy should be discussed further at the sub-committee meeting Monday 4 July. The Director will provide the draft policy and staff survey outcomes.

Sub

**12.0 Code of Conduct Annual Declarations**

12.1 The management committee was made aware of 2 members still requiring to return their declaration and Code of Conduct. The deadline was Friday 24 June.

12.2 The chairperson encouraged all the members to be more prompt in future.

**13.0 SFHA update**

13.1 The Director provided a verbal update. The day at the Radisson Blu was highly successful and the debate Linda Cameron took part in was well received. There was input from all over and there was inspiration taken away. The only downside was not attending both days.

**14.0 EHRA Update**

14.1 The verbal update was provided by Linda Cameron (Chairperson of EHRA)

14.2 August Festival 2022 is being held at Platform @ The Bridge on Friday 12 August 2022, 12pm – 4pm.

14.3 There are the Australian MP's coming to Scotland for meetings to set up community-led housing. EHRA has them for an hour.

14.4 EHRA has a host of training dates and all management committee members should be taking advantage of this. EHRA are open to evening sessions, hybrid delivery, etc. Their main concern is providing quality training to as many members as possible.

**15.0 EVH update**

15.1 There is no update.

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**16.0 Correspondence received**

16.1 There was nothing received this month.

**17.0 A.O.C.B.**

17.1 Away day – the usual itinerary is Breakfast, Training Session, Lunch, Activity, Dinner  
The training is to be the Social Media Training and one hour of Business Plan planning.  
The location is to be determined but it should be away from Easterhouse and surrounding.  
The date is set as Friday 19 August 2022.

17.2 Landscape contract – there is to be daily feedback from the contractor due to negative feedback. The contractor is instructed to provide their schedule each day and the HSO inspect the next day. Committee expressed their opinion that the landscaping company need to be more visible.

17.3 New members - 4x tenants have submitted their money to be a member. All the management committee were in agreement with accepting them, they are numbers 770, 771, 772, 773. They will all be asked about joining the management committee at their new tenant visits.

James McGuire has been co-opted into the management committee until the AGM when he can be fully admitted.

**18.0 Review**

18.1 Reminder that only one person should speak at a time. Attendees must not talk over each other.

**19.0** Next meeting Monday 29 August 2022 in person.

Signed by: 

Date: 10 October 2022