

# Minute of Management Committee Meeting held on Tuesday 17 January at 3pm in the Committee Room



## Provanhall Housing Association Limited

### 1.0 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	William Blunn	(Committee Member)
	Barbara McCluskey	(Committee Member)
	Elizabeth McEwan	(Committee Member)

### 2.0 Apologies

Received from	Tracy Coutts	(Committee Member)
	Clarice Spaine	(Committee Member)
	Margaret Stewart	(Committee Member)
	James McGuire	(Committee Member)
	Rodger Harley	(Committee Member)

### 3.0 Registrations of Interest

3.1 No declarations made

### 4.0 Minutes of previous meeting

4.1 Minutes were proposed by Barbara McCluskey and seconded by Christine Morris

### 5 Matters arising

5.1 No matters arising from the previous minute

### 6 Budget and Financial Update

6.1 Louise provided detailed projections of the budget based on the approved 5% rent increase. A Committee Member asked for the figures to be circulated in advance of the full meeting for further consideration along with an explanation and breakdown on planned spending for cyclical maintenance.

6.2 The draft budget was presented on the screen and the SFO talked through the main points. Rent increase of 5% was applied. Staff training, committee training and printing costs were increased more than the 7% assumed inflation and salaries increased at 5.25% per EVH agreement. SONIA rate for loans is assumed to average 4.5% throughout the year, meaning that loan interest is estimated be around £62,000.

- 6.3 The chairperson suggested that SFO looks at the possibility of paying a lump sum to the loan/loans early. The SFO will contact both RBS and Nationwide to check that there are no additional fees to be incurred when overpayments are made and review the cash impact to the Association of doing so for February MC meeting.

## **7 Declaration of Interest**

- 7.1 The form will be posted with the next MC meeting invite to all members for completion and return by 30 January 2023

## **8 Hybrid working policy review**

- 8.1 After a discussion amongst members the Chair postponed a vote on the decision until the full Management Committee Meeting on 30 January 2023

## **9 Unconscious Bias Training**

- 9.1 Bespoke training session open to all Management Committee Members and staff. Event booked Wednesday 15 February at 09:00. The facilitator will be Helen Brown, Learning and Development Consultant. Helen has an in-depth knowledge of the demands placed on leaders within the workplace with over 20 years of HR and senior management experience in the public and private sectors, as well as running her own business. The venue is The Circle and sandwiches will be provided at the end of the session.

## **10 Review of Meeting**

- 10.1 Lot of information and detail provided by Director and SFO, all very informative.

## **11 AOCB**

- 11.1 A Committee Member raised their concerns about equipment left behind by Scottish Gas Networks in late December and what the staff were doing about it. This has been logged as a stage one complaint
- 11.2 A Committee Member raised their concerns about staff taking a public holiday on 3 January and was not aware of this. The Director will confirm with EVH why there are three bank holidays in the New-Year. The Director confirmed office closures are noted in the Tenants Newsletter, Website, and Notice Board outside the office and Twitter. Tenants can continue to get in touch for emergency repairs through the office telephone number which remains available.
- 11.3 A Committee Member asked why the date of the meeting had changed from usually a Monday. The Director advised that due to the Scottish government rent freeze that was in place; it was prudent for the Committee to meet as soon after the deadline for publication (14 January 2023) to consider the

proposed budget implications before agreeing the budget at the next full meeting.

- 11.4 A Committee Member asked for an explanation why there is no provision in the proposed budget for EESH2 and that full budget for approval is provided before the next meeting. The Director advised the position is not clear and an update from the government is expected in May 2023. An explanation will be provided from the Technical Services Manager in advance of the next meeting. Full version of budget will be enclosed in pack.
- 11.4 The Director raised the lack of interest and participation from children in the quarterly newsletters. The proposal to introduce a quarterly tenant bonus of £300 paid where the tenant does not have rent arrears (or is maintaining an arrangement), does not have ASB and permits access for repair appointments. This was approved by the Management Committee and noted the distribution will be fairer for those who do not have kids.

## **12 Date of Next Meeting**

- 12.1 The next Management Committee Meeting is scheduled for Monday 30 January at 3pm.

Signed by:



Date: 30 January 2023