

**Provanhall Housing Association Limited – Minute of Management Committee Meeting  
held on Monday 18<sup>th</sup> May 2020, at 3pm held via Zoom**

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**1.0 Sederunt**

**Action**

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

In Attendance: Patricia Gallagher, Director  
Scott McCready, Wylie Bissett (Item 6 Only)

**2.0 Apologies**

2.1 Tracy Coutts, (Committee Member)

**3.0 Registration Of Interest**

3.1 There were no registrations of interest.

**4.0 Minutes of previous meeting of 27 March 2020**

4.1 The minutes from the previous meeting of 20 March 2020 were approved by Christine Morris and seconded by Clarice Spaine.

**5.0 Matters arising from previous meeting of 27 March 2020**

5.1 There were no matters arising from the previous minutes.

Scott McCready from Wylie Bissett, Internal Auditors, was admitted to the meeting at this point.

**6.0 Internal Audit Reports and Action Plan - Written Report By Director - Approved**

6.1 A written report by the Director and the internal Auditors was circulated prior at the meeting and approved.

6.2 Scott went through the internal Audit report in detail and advised of the recommendations. He confirmed that they had confirmed that all recommendations from the last audit had been completed.

6.3 Scott advised that the low level of assurance given for the IT audit was not uncommon due to ever changing technology. On the basis of this the Director recommended that IT features in every 3 year cycle of audits. This was agreed by the Management Committee.

6.4 Scott asked that his thanks be passed on to all Staff for their assistance during the audit. Management Committee members feedback to Scott that they found the final reports very clear and readable.

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6.5 The Director then advised that the action plan included all the recommendations from the reports and would form a working plan for the Management Team, with regular updates on progress being provided to the Management Committee. The Management Committee approved the action plan for implementation. D

6.6 Discussion then took place on the audit plan for 2020/21. The Director advised that this had been reviewed by the Management Team, with Wylie Bissett, to ensure it was still relevant for the Association. The Management Committee approved the audit plan for this financial year. It was confirmed that the audit will take place in February 2021.

Scott was thanked for his attendance and left the meeting at this point.

**7.0 Password policy review - Written Report By Director - Approved**

7.1 A written report by the Director was circulated prior at the meeting and approved.

7.2 It was noted that this change has been requested in line with one of the recommendations from the Internal Audit.

**8.0 Income Maximisation Officer Post - Verbal Report By Director - Approved**

8.1 A verbal report by the Director was given at the meeting and approved.

8.2 The Director advised that the above position was currently being advertised on EVH, as they are offering reduced costs during lockdown.

8.3 The Director advised that interviews are scheduled to be held on 4<sup>th</sup> June, with Sean Douglas, Housing Services Manager, being involved. If there is a successful candidate, they would commence work remotely, as soon as possible thereafter.

8.4 The Management Committee confirmed that they were happy with this arrangement, especially due to the growing need for this service at the present time.

**9.0 Risk Review – Written Report by Director - Approved**

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

9.2 The Director advised that this report was being presented in line with the requirements of the risk strategy and that it was being given to ensure that the Association is taking account of all current risk factors when managing and planning its business.

9.3 The Management Committee advised that they felt the list was comprehensive and had no changes to make.

**10.0 AGM date – Written Report by Director– Approved**

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

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approved.

- 10.2 The Director advised that the Scottish Government may be passing legislation to allow a 3 month extension on AGM dates. It was agreed that the date of the AGM will be reviewed if this occurs. D

**11.0 Summer Heating Repairs – Written by Director - Ratified**

- 11.1 A written report by the Director was circulated prior to the meeting and ratified.
- 11.2 It was noted that this change may be reviewed at a later date for making this a permanent change. The temporary change to the policy will allow for costings to be assessed. The Technical Services Manager will lead on this. TSM

**12.0 Voids For lease to GCC as temporary Furnished Flats – Written Report by Director – Ratified**

- 12.1 A written report by the Director was circulated prior to the meeting and ratified.
- 12.2 It was noted that at present two flats have been accepted at present. It was agreed that further flats can be offered as appropriate. HSM
- 12.3 In response to a question from a Committee Member, the Director advised that the properties would be let on short term leases.

**13.0 Furlough – Written Report By Director - Approved**

- 13.1 A written report by the Director was circulated prior to the meeting and ratified. D
- 13.2 The Director confirmed that weekly update calls were made with Staff on furlough and both furloughed Staff's positions were due to be reviewed within the next week.
- 13.3 Management Committee approved extensions of furlough for as long as was required.

**14.0 Quarterly Complaints Report Q3 and Q4 – Written Report By Director - Noted**

- 14.1 A written report by the Director was circulated prior to the meeting and was approved.
- 14.2 Director advised that Staff training on complaints, to which, Management Committee members would also be invited to attend, will be arranged soon. This may be a virtual session. She also advised that information from our own complaints register will be used for training purposes during this session.

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**15.0 Health and Safety Report – Written Report by Director – Noted**

- 15.1 A written report by the Director was circulated prior to the meeting and noted.
- 15.2 The Director advised that the Health and Safety arrangements for Staff on site remain the same. The arrangements for the return to work will be kept under review and will be put in place as per what is appropriate in terms of the guidance at that time. D

**16.0 SFHA update – Verbal Report by Director - Noted**

- 16.1 A verbal report by the Director was given at the meeting.
- 16.2 The Director updated on work SFHA is undertaking at present re the Covid situation. It was noted that she still forwards information from SFHA to all Management Committee members and all present confirmed receipt of same and advised that they had found it useful. D/MC

**17.0 EHRA update – Verbal Report by Director - Noted**

- 17.1 A verbal report by the Director was given at the meeting.
- 17.2 The Director advised that the Senior officers continue to meet every second week. It was also noted that the full meetings should recommence soon. Director will keep Committee reps advised of this.

**18.0 EVH update – Verbal Report by Director**

- 18.1 A written report by the Director was circulated prior to the meeting and was noted.
- 18.2 Director noted that she still forwards information from SFHA to all Management Committee members and all present confirmed receipt of same and advised that they had found it useful.

**19.0 Correspondence – Verbal Report By Director- Noted**

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

**20.0 AOCB**

- 20.1 DRS Authorised Signatories  
Management Committee approved the removal of Jim Wylie, previous Technical Services Manager, and the addition of Mark Quigley, the current Technical Services Manager for DRS and HARP claims.

- 20.2 Fuel Allowances  
The Director proposed that a fuel allowance, in line with HMRC allowances be paid to Staff due to their working from home. The Director outlined the EVH position on this. Management Committee approved payment of this allowance from first full week of lockdown.

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20.3 NPRPs

HSM

The Director advised the Management Committee of the new timescales for notice periods for NPRPs. Following on from discussion around this, it was agreed that NPRPs would not be issued at the present time as it may result in court cases taking longer. Housing Services Manager will have authority to apply discretion should any situations arise that he deems necessitate an NPRP being issued.

**21.0 Review of meeting**

21.1 The members present advised that despite their trepidation of doing an on line meeting, they had found it enjoyable and still had the opportunity to participate fully.

**22.0 Date and time of next Meeting**

22.1 The next meeting will be held on Monday 8<sup>th</sup> June 2020 at 3pm via Zoom, unless otherwise advised.

Signed By Chairperson:



Date: 08/06/2020