

Minute of Management Committee Meeting held on Monday 19 December at 2pm in the Committee Room



Provanhall Housing Association Limited

1.0 Sederunt

Action

Present: Linda Cameron (Chairperson)
Christine Morris (Secretary)
Tracy Coutts (Committee Member)
Clarice Spaine (Committee Member)
William Blunn (Committee Member)
Barbara McCluskey (Committee Member)
Margaret Stewart (Committee Member)
James McGuire (Committee Member) attended by Teams
Rodger Harley (Committee Member) attended by Teams

In Attendance: Alan Hume (Director)
Samantha Cosgrove (Receptionist)

2.0 Apologies

Elizabeth McEwan (Committee Member)

3.0 Registrations of Interest

3.1 No declarations made.

4.0 Minutes of previous meeting on 30 November 2022

4.1 The minutes were proposed by Christine Morris and seconded by Clarice Spaine as a true and accurate reflection of the meeting.

5.0 Matters arising from previous meeting of 28 March 2022

5.1 There were no matters arising from the previous meeting.

6.0 Finance Update – Verbal report from Director

6.1 Senior Finance Officer was not present at the meeting as there was no financial update at this time.

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- 6.2 The workload within the Finance function is being reorganised. This will enable more frequent insight and reporting to Senior Management Team and Management Committee utilising the software already in place in a more efficient way.

7.0 OSCR update – Verbal report by Director

- 7.1 The report was submitted to the regulator within the allocated timescale and the submission was acknowledged by OSCR.

8.0 Memberships – Verbal report by Director - Approved

- 8.1 Director asked the MC to thoroughly consider the cost of living and the optics of all memberships and value for money along with attendance at conferences and overnight attendance.
- 8.2 MC agreed that all memberships should be fully considered before renewal in the year ahead

Stopping overnight stays would provide a large saving. They approved a hiatus for the coming financial year on overnight conferences. MC will continue to ensure adequate training and sharing of best practice through EHRA. In- training provision to be considered based on MC appraisals due in January.

The MC recognised that cutting back expenses does not mean cutting back on knowledge, skills and networking that are picked up at the conferences and are an essential part of the committee maintaining Regulatory Standards expected of a Governing Body.

9.0 Pay Ballot Results – Verbal update by Director - Noted

- 9.1 The pay rise proposed by EVH was put to the union for a ballot. This returned at 51/49 members in favour of the offer. The close margin suggests an undercurrent of dissatisfaction with employees in the sector facing the same financial pressures.

10.0 Hybrid Working Review – Verbal update by Director – Noted

- 10.1 The Hybrid Working Policy is due for review in January 2023. In common with other EHRA Landlords and staff opinion, it was suggested that MC consider moving to 2 days per week for staff.

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This could be of particular benefit in cold and flu season whereby all staff are less likely to be absent at the same time in the event of becoming ill.

- 10.2 Some members of MC felt that Hybrid Working makes staff less visible in the estate. Contrary to TSS results some MC members mentioned that they have received feedback from other residents about not seeing staff out and about.

Decision to be made in MC meeting January

11.0 Compliance Audit of Procedures for Damp and Mould Reporting, Inspecting and Clearing – Verbal update by Director - Noted

- 11.1 The procedure for reporting dampness and mould has been published in the Winter Newsletter (delivered at the weekend). The article sets out our obligations and commitment as landlord to address reports of dampness and mould.
- 11.2 The MC were reassured that our current procedure of inspecting and treating condensation, damp and mould is comprehensive
- 11.3 The updated working procedure will be brought before MC in January

12.0 Rent Increase & Budget Setting – Verbal update by Director – Noted

- 12.1 The consultation period for rent increase closed on Friday 16 December. Of 138 responses, 94 (68.1%) respondents voted in favour of a five percent increase from 1 April 2023
- 12.2 A MC meeting will be held on 17 January 2023 to consider the Scottish government position on continuation of the rent freeze for social landlords and the implications for our budget for the coming year.

Detailed analysis has been completed looking at a range of scenarios of a reduction in income from a zero, 3 and 5 percent rent increase. The Director has worked with the Senior Finance Officer to consider what mitigations can be put in place to address the loss in income in accordance with the 30 year business plan.

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13.0 Unconscious Bias Training

13.1 The Director is working with a training provider to schedule a bespoke package for the team in January. This will likely be re-scheduled to February given Lone Worker Training for staff in January.

14.0 Controlled Entry to the Office – Verbal update by Director – Approved

14.1 MC were asked to consider reinstating controlled entry to the office using the magnetic lock. Police Scotland made the recommendation when attending an incident at the office of abusive behaviour from a customer.

14.2 MC acknowledged the obligations incumbent as employer to take reasonable steps to ensure employee safety and wellbeing, as such the controlled entry will be reinstated.

15.0 Risk Register – Verbal update by Director – Noted

15.1 The updated Risk Register will be presented in January MC for discussion and approval.

16.0 Estates Services Tender – Verbal update by Director – Approved

16.1 The tender closed on 5 December and there were 2 competent bids received. The tender was scored by WB and LC and the Director. The successful bid scored 84.75% vs 76.08%. The Director sought authority from MC to proceed to contract negotiation and award subject to standstill period which was duly granted.

17.0 EHRA Update – Verbal update by Chairperson

17.1 Strathclyde University attended the EHRA meeting and presented a fantastic discussion on energy usage, efficiency of energy and appliances that take this further.

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- 17.2 Sport Centres and Community Centres, the prices of these places are set by GCC and are not being priced with the local community in mind. This is considered to exclude locals who may not have as much disposable income as residents of other Glasgow city council areas.
- 17.3 Warm Places Initiative has two sites in and around Easterhouse. Noted that there is a feeling of stigmatisation when they are expecting services there and there is nothing obvious or the information on the place is out of date.

18.0 EVH update

- 18.1 The annual renewal of membership approved. Annual conference (with overnight stays) available to MC members as day delegates
- 18.2 The result of the pay ballot – Item 9.

19.0 SFHA update

- 19.1 Update on rent freeze expected before 14 January 2023

20.0 SHARE update

- 20.1 The annual conference has been announced.

21.0 Correspondence received

- 21.1 No Correspondence received

22.0 A.O.C.B.

- 22.1 EHRA secured funding for the 8 member associations. The pot size for PHA is circa £5,000. Agreed that the money will be provided to tenants in need via Farmfoods or Iceland vouchers.

23.0 Review of Meeting

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23.1 The MC welcomed the informative meeting. The time was used wisely; strict management of the meeting by the Chair and concise information provided by the Director contributed to the smoothness of the meet.

24.0 Next meeting details

24.1 The next meeting shall be held on **Tuesday 17th January 2023**

Signed by: 

Date: 17 January 2023