

## **Minute of Management Committee Meeting held at 6.12pm on Monday 28 April 2025 at the Office and Online (Teams)**

### **Provanhall Housing Association Limited**

#### **Sederunt**

Members Present	Linda Cameron	(Chairperson)
	Deborah Anderson	(Vice Chairperson)
	Elizabeth McEwan	(Committee Member)
	Moira Bayne	(Committee Member) Online
	Daniel Hughes	(Committee Member) Online
	Claire Mckay	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)
	David Carse	(Co-opted Member) Online
Tom Irving	(Co-opted Member)	
Staff	Alan Hume	(Director)
	Heather Elder	(Corporate Services Officer - Minute Taker)
<b>Apologies</b>	Christine Morris	(Secretary) – Leave of Absence
	Gabriel Agbola	(Committee Member)
	Calum O'Donnell	(Committee Member)

#### **Registrations of Interest**

None

### **1 Items for Decision**

#### **1.1 Previous Meeting Minutes.**

1.1.1 Minute of MC Meeting 31 March 2025. Circulated prior to meeting. **Proposed by Deborah Anderson and Seconded by Ayodeji Olorunsogo.**

1.1.2 Minute of RAAM Sub-Committee meeting 31 March 2025. Circulated prior to meeting. **Proposed by Claire Mckay and Seconded by Deborah Anderson.**

#### **1.2 Application to join SPA**

1.2.1 Paper circulated prior to meeting.

1.2.2 The Association are not currently members of Scottish Procurement Alliance, (SPA) a not for profit organisation offering framework services to RSLs in Scotland.

1.2.3 Whilst we use Scotland Excel, having a range of procurement options is sensible. Using SPA is free – their only fee is 1-5% of contract value to access their approved contract frameworks. This is a modest fee given the potential risk and timescale involved in a procurement journey.

1.2.4 The Chair asked to confirm what the limits are for tendering. The Director explained that if using an approved framework – the procurement has already been completed by the framework provider.

1.2.5 MC had no further questions and **Approved**.

### **1.3 This is a confidential item and available to MC members separately**

#### **1.4 Allocations Policy**

1.4.1 Paper circulated prior to the meeting.

1.4.2 The Director confirmed 3 tenants provided feedback as part of the consultation, 1 of which was them has been incorporated in the draft.

1.4.3 A member asked how the policy works if not allocating points. The Director advised our Allocations policy is based on Scottish Government guidance and having more discretion to help with maintaining a balanced and stable community. The Director will send a link to guidance.

1.4.4 A member also recommended we change domestic violence to domestic abuse. And also think about abuse of older people. There is a whole range of domestic abuse, coercive control, emotional abuse and financial abuse and thinks that needs to be reflected.

1.4.5 A member said to keep an eye out for action taken against a perpetrator as this will be a big part in the section about abuse in stage 2 of the housing bill.

1.4.6 MC had no further questions the policy was **Approved**.

#### **1.5 Stock Condition Survey**

1.5.1 Paper circulated prior to the meeting.

1.5.2 We advised SHR we planned to have 50% of our stock surveyed by 31 March 2025. Due to issues recruiting, the new employees other commitments, leave and sickness the target of 259 units was not achieved and 131 are complete.

1.5.3 Discussions with HOME Team, a wholly owned subsidiary of Govan Housing Association, have resulted in an offer to undertake 140 surveys for £26k (Inc. VAT)

1.5.4 The existing staff member will train RAAM staff on how to do the surveys going forward before the end of their 2-year fixed term contract.

1.5.5 A member feels the business case to hire the extra help has been made.

1.5.6 MC had no further questions and **Approved**.

## **2. Items for Discussion**

### **2.1 Tenant Safety Dashboard**

2.1.1 Paper circulated prior to the meeting.

2.1.2 MC had no questions and the contents of the report have been **Noted.**

### **2.2 H&S Report**

2.2.1 Paper circulated prior to the meeting.

2.2.2 MC had no questions and the contents of the report have been **Noted.**

### **2.3 Complaints & FOI Analysis 2024/25**

2.3.1 Paper circulated prior to the meeting.

2.3.2 A member asked if there was any trends emerging. The Director said there isn't and we don't get very many complaints.

2.3.3 MC had no further questions and **Noted.**

### **2.4 SHR Update**

2.4.1 Paper circulated prior to the meeting.

2.4.2 The Director confirmed PHA has not Engagement Plan (beyond standard engagement commitments) with the SHR. They have not provided a report, however our 2025-26 remains fully compliant.

2.4.3 A member thanked all of the staff for their hard work. The Director also thanked the MC.

2.4.4 MC had no further questions and **Noted.**

### **2.5 Tenant Satisfaction Survey (TSS)**

2.5.1 Paper circulated prior to the meeting.

2.5.2 This is a confidential item and available to MC members separately

2.5.3 MC had no further and **Noted.**

## **3 Items for Noting**

### **3.1 EDI update**

3.1.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **Noted.**

### **3.2 EVH update**

3.2.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **Noted.**

### **3.3 EHRA update**

3.3.1 None

### **3.4 SFHA update**

3.4.1 All updates published on the MC portal. MC requested to read and keep themselves informed.

### **3.5 Correspondence Received**

3.5.1 None.

### **3.6 A.O.C.B.**

3.6.1 The Director brought a paper this evening regarding Affordable Housing Supply. Proposing to purchase a private landlords' flat in Auchinlea Road. Agreed (in principle) to purchase.

This is a confidential item and available to MC members separately

A member asked about the ownership in the block. The Director confirmed PHA owns all of the remaining flats and this would give us 100% ownership.

Permission to proceed with offer **Approved**

### **3.7 Review of Meeting**

3.7.1 Got through a lot of business this evening. A member said staff are to be commended at the volume of work they do.

### **3.8 Date of Next Meeting**

3.8 The next Management Committee Meeting will be on Wednesday 28 May 2025 at 5pm.

There being no further business the meeting was brought to a close at 6.53pm

Signed by (Chairperson)



Date 28 May 2025