

1.0 Sederunt

Action

Present: Linda Cameron, (Committee Member)
Clarice Spaine, (Committee Member)
Barbara McCluskey, (Committee Member)
Liz McEwan, (Chairperson)
William Blunn (Committee Member)
Christine Morris, , (Secretary)
Margaret Stewart, (Committee Member)
Rodger Harley, (Committee Member)

In Attendance: Patricia Gallagher, Director
Louise Kirkland, Senior Finance Officer - Item 9 only
Pauline Smith, Connect Community Trust- Item 8 only

2.0 Apologies

2.1 Tracy Coutts, (Committee Member)
Cathie Reid (Committee Member) – internet connection issues

3.0 Registration Of Interest

3.1 The Director registered an interest in item 10. There were no other registrations of interest noted.

4.0 Minutes of previous meeting of 25th January 2021

4.1 The minutes from the previous meeting of 25th January 2021 were approved by Babs McCluskey and seconded by Clarice Spaine.

5.0 Matters arising from previous meeting of 25th January 2021

5.1 Item 9: the Director advised that the long term investment accounts had not been set up as the rate of interest rate on the proposed RBS account was no longer available. Upon reviewing the current options the Senior Finance Officer is recommending that the association looks to deposit 500k for 12 months, and £500k for 95 days both with Clydesdale bank. This was approved.

SFO

6.0 Minutes Of The Staff, Learning and Development Sub Committee meeting of 25th January 2021

6.1 The minutes of the Staff, Learning and Development Sub Committee meeting of 25th January 2021 were approved by Liz McEwan and seconded by Christine Morris.

The Senior Finance Officer, Louise Kirkland, joined the meeting at this point.

7.0 Annual Rent increase etc. – written report by Housing Services Manager - Approved

- 7.1 A written report by the Housing Services Manager was circulated prior to the meeting and approved.
- 7.2 The Director drew attention to the outcomes from the Tenant Rent Consultation on the rent increase that had a high response rate and was overwhelmingly in favour of a rent freeze.
- 7.3 The Director advised that the Management team will respond to the comments received via the consultation, in the next Newsletter.
- 7.4 A 0% rent increase was duly approved by the Management Committee.

Pauline Smith, Chief Executive of Connect Community Trust , joined the meeting at this point

8.0 Connect CT update – Verbal report from Pauline Smith, Chief Executive, Connect CT.

- 8.1 Pauline Smith, Chief Executive of Connect CT gave a verbal presentation to the Management Committee on the work of the Trust.
- 8.2 Pauline highlighted the work that Connect CT undertook in relation to the Covid crisis and what work is taking place just now under the current restrictions.
- 8.3 Pauline advised of the new DWP contracts and employability work and their theme going forward of 'Build back better'. She also highlighted services they hoped to introduce to encourage more men to make use of their services.
- 8.4 Members of the Management Committee thanked CCT for the Covid response work in the area and advised that future plans seemed very interesting and appropriate.

Pauline Smith was thanked for her attendance and update and left the meeting at this point.

Louise Kirkland Senior Finance Officer, joined the meeting at this point.

9.0 Q3 Management Accounts - October 2020 - December 2020, written report by Director and Senior Finance Officer - Approved

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 22 February 2021, at 3pm held via Zoom

- 9.1 A written report by the Director and Senior Finance Officer was circulated prior to the meeting and approved.
- 9.2 The Senior Finance Officer went through the accounts in detail via an on screen presentation. The most significant points were highlighted.
- 9.3 The Senior Finance Officer highlighted the variances that were specifically due to COVID restrictions being in place – mainly repairs and overheads underspends.
- 9.4 Additional costs due to COVID were also highlighted but it was reported overall that the surplus is up by £160k.
- 9.5 The Senior Finance Officer advised that she will be checking the amounts allocated to subscriptions for accuracy. It was noted this will only be in relation to the allocation of spend and will not affect the bottom line figures.
- 9.6 The Director noted that although there is a large underspend in Tenant Participation, this is not because it is not taking place, but because it has largely been moved. She also confirmed that the needs of those without on line access were still being accounted for.
- 9.7 In response to a question from a committee member, the Senior Finance Officer advised that the excess surplus may be used for catch up repairs in the next financial year and as such the budget may need to be adjusted to account for this. This will be reported to the Management Committee as required. SFO
- 9.8 The Senior Finance Officer further confirmed that there were no breaches of any of our Covenants.
- 9.9 The Senior Finance Officer advised that she would like to include more benchmarking information in future reports. The Management Committee welcomed this idea. SFO

Louise Kirkland, Senior Finance Officer, was thanked for her attendance at the meeting and left at this point.

Patricia Gallagher, Director, declared an interest in this item and left the meeting at this point.

10.0 EVH Pay Deal Consultation – Verbal Report By Director - Approved

- 10.1 A written report by the Director was given at the meeting and approved.

- 10.2 The Management Committee agreed the pay deal proposal as agreed by EVH and advised the Director to return the ballot paper stating this. D

Patricia Gallagher, Director, re-joined the meeting at this point and was advised of the outcome of the Management Committee discussion, re submission to be made to EVH and for the minute.

11.0 Draft Staff Safety Policy – Written Report By Director - Approved

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

11.2 It was noted that the policy review was outwith the review timescale, due to Covid restrictions. It was noted that date for next review would bring it back in line with original timescales.

- 11.3 All changes to the policy were highlighted and there were no further queries raised in relation to this policy.

12.0 Draft Payment of Expenses to Staff - Written Report By Director - Approved

- 12.1 A written report by the Director was circulated prior to the meeting and approved

12.2 It was noted that the policy review was outwith the review timescale, due to Covid restrictions. It was noted that date for next review would bring it back in line with original timescales. D

- 12.3 All changes to the policy were highlighted and there were no further queries raised in relation to this policy.

13.0 Draft Membership Policy – written report by Director - Approved

- 13.1 A written report by the Director was circulated prior to the meeting and approved

13.2 All changes to the policy were highlighted and there were no further queries raised in relation to this policy.

14.0 PH13 Update – verbal report by Director - Approved

- 14.1 The Director advised that as of this morning a further delay is expected due to another outbreak of COVID on the site. More information will be available on this by the end of the week.
- 14.2 Following discussion it was agreed that where delays are due to external works, this should not delay handovers.
- 14.3 In response to a question from a Committee Member re the layout of gardens on Auchinlea Road, the Director advised that she will look into this and report back at the next meeting. D

15.0 Approval of membership applications- verbal report by Director - Approval

- 16.1 Approval was given for the signing and sealing of membership Applications numbers 726 -730.

16.0 Approval of Procurement of Suppliers Policy- written report by Technical Services Manager - Approved

- 16.1 A written report by Director was circulated prior to the meeting and approved.
- 16.2 The Director advised that this policy had been to technical Services Sub Committee meeting and should have been approved there. However the new Technical Services Manager had assumed it required to be approved by Management Committee after the sub-committee.
- 16.3 The Director advised that she has confirmed the standing orders to the new Technical Services Manager but as it has been minuted that the policy will be brought to the Management Committee it was agreed to proceed with this.
- 16.4 There were no further queries regarding this report.

17.0 Changes to Internal Audit programme - written report by Director – Ratified

17.1 A written report by Director was circulated prior to the meeting and ratified.

17.2 There were no further queries in relation to this report.

18.0 SFHA update – Verbal Report By Director – Noted

18.1 It was noted that there was no formal update from SFHA.

19.0 EHRA update – written report by Director - Noted

19.1 A written report by Director was circulated prior to the meeting and noted.

19.2 EHRA reps gave an overview of the work that is ongoing.

19.3 There were no further queries raised in relation to this report.

20.0 EVH update - Written Report By Director – Noted

20.1 A written report by Director was circulated prior to the meeting and noted.

20.2 It was noted that the monthly report had not been included in the papers and it was agreed that this would be emailed to all after the meeting. D

21.0 Correspondence received

21.1 There was no correspondence to report.

22.0 A.O.C.B.

22.1 Blue Triangle Service: Director advised that there has been a lack of contact with blue Triangle re provision of services in the area. She suggested that alternative providers be looked at. This was approved. D

22.2 Home Working Anniversary: Director suggested that a token comfort package be issued to Staff on the anniversary of remote working. A budget of £25 per head for an on line event in line with HMRC allowances was approved. D

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- 22.3 Event on 16th March: Committee members asked for links to the event to be forwarded to them. Director advised that link should be issued directly to those who have booked but she will ensure all receive it. D
- 22.4 Holiday Hunger Funding: The Director advised that Connect CT has been awarded funding again for this year. This will cover the Provanhall area.
- 22.5 Training: Director advised that in house training is being arranged on GDPR, Complaints and Equalities. She advised that she will circulate dates once available and encouraged all to attend. D/MC
- 22.6 FOI: The Director advised that one FOI request has been received this month. She confirmed that it had been responded to within timescale and that the information is now on the website under the FOI log.
- 22.7 Finance policy reviews: It was noted that some of the finance policies and procedure reviews are out of date. The Senior Finance Officer is addressing this and policies will be finalised ASAP. Delays are due to Senior Finance Officer settling in and COVID. Current policies are still fit for purpose and changes required are not significant re impact of service or audit purposes. Management Committee noted this delay in timescales and requested information on new timescales at next meeting. SFO
- 22.8 DRS Authorised Signatories: Approval was given to add Mark Quigley, Technical Services Manager to the authorised signatories list. D

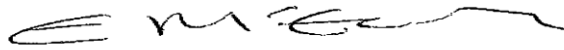
23.0 Review of meeting

- 23.1 The Management Committee advised that it had been a good meeting and that they liked the new format of reporting on the accounts, which they found clear and concise.

24.0 Date and time of next Meeting

- 24.1 The next meeting will be held on Monday 29th March 2021 at 3.30pm.

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held on Monday 22 February 2021, at 3pm held via Zoom**

A handwritten signature in black ink, appearing to be 'E. M. G.', written in a cursive style.

Signed By Chairperson:

Date: 29/03/2021