

Minute of Management Committee Meeting held on

Monday 10 October 2022 at 3pm via Hybrid

Provanhall Housing Association Limited

1.0 Sederunt

Action

Present: Linda Cameron (Chairperson)
Christine Morris (Secretary)
Elizabeth McEwan (Committee Member)
Tracy Coutts (Committee Member)
Clarice Spaine (Committee Member)
William Blunn (Committee Member)

In Attendance: Alan Hume (Director)
Louise Kirkland (Senior Finance Officer)
Rachel Fitzsimons (Property Services Assistant)

2.0 Apologies

Barbara McCluskey (Committee Member)
Margaret Stewart (Committee Member)
Rodger Harley (Committee Member)
James McGuire (Committee Member)

3.0 Registrations of Interest

3.1 No declarations made.

4.0 Minutes of previous meeting on 29 August 2022

4.1 The minutes were proposed by Christine Morris and seconded by Elizabeth McEwan. They were determined to be a true and accurate account of the meeting.

5.0 Matters arising from previous meeting of 29 August 2022

5.1 There were no matters arising from the previous meeting.

6.0 AGM update

6.1 Director advised that the AGM and the use of vouchers instead of a fish supper was a success.

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- 6.2 Director apologised to the Committee Member whose name was missing from the Annual Report cover page.
- 6.3 Director advised that information on sub-committees will be sent out for the Committees consideration as to which one they wish to join. Committee were asked to respond to this with their interest.

7.0 Finance Update

- 7.1 Management Accounts – Senior Finance Officer presented on screen the management accounts for Q1 up to 30 June 2022.
- 7.1.1 Management Committee received printed reports summarising the presentation.
- 7.1.2 SFO confirmed there were no surprises or concerns for Q1 accounts and loan covenants were satisfied. Due to the time passing since June, Q2 accounts will provide a better indication of budget vs actual expenditure. Advised that Technical Services Manager will update Committee on current Repairs & Maintenance Expenditure. It was noted that the increase in staff costs includes the temporary Housing Officer after the Director queried this.
- 7.2 Rent Consultation – Director advised the rent consultation will be brought forward to November/December 2022. The proposed increase for 2023/2024 is to be near 5%.
- 7.3 30 Year Projection – Review for Rent Consultation October 2022
- 7.3.1 This document was presented to the Management Committee. Various rent increase scenarios were presented which showed negative cash after price increases were applied. While the cumulative cash position was negative it was advised that risk mitigations in terms of changing repair/component improvements have not yet been investigated. The Association has a heavy major repair and component replacement spend in the next 5 – 6 years. Discussions took place about delaying improvements such as bathroom replacements or cherry picking properties that need it most, Director advised that this would create issues at void and paying one off premium rates instead of bulk order.
- 7.3.2 Statements and questions from Committee included the importance of carrying out a whole Business Risk Assessment project as companies we use may face financial difficulties themselves. Committee requested cost increase comparisons for the past six months compared to last year. The SFO advised they would get this information for the next meeting.

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- 7.3.3 Director and SFO were in agreement that cost increases have not been under-estimated and will proceed with 5% rent increase with knowledge of possible issue with non-essential services. Committee agreed that change in service has to be justified.
- 7.3.4 Chairperson advised that SHR are looking for information on cost cuts in the Assurance Statement.
- 7.4 Loan Rates – SFO advised that both Nationwide and RBS provided fixed rate options for the Association’s loans currently on SVR. The SFO and Director reviewed the rates offered which were around 5% for a period of 10 years. Nationwide also advised that fees of £2,500 + vat would be required to change the agreement document to allow for a change to fixed rate. Since loan rates are just over 2% on existing loans SFO and Director asked for Management Committee approval for the loans to remain on SVR for the time being. It seems unlikely that rates would rise to 5% and stay at that level for the next 10 years. This was agreed by Management Committee and can be reviewed again if required. SFO also advised that the option to move existing loan with RBS to Nationwide had been explored however legal costs would be in excess of £10,000, meaning this is not a viable option.
- 7.5 Savings Rates - SFO advised that the best rate provided for savings was a 3 month deposit with RBS rate of 1.95%, Management Committee agreed that this was an option, however a rate of 2% would be better if available. SFO to request updated rates and advise options at next meeting

SFO left the meeting at this point

8.0 Business Case *In Principle* for In-House Team - Approved

- 8.1 Director advised that this was discussed at the last meeting but we have since joined Scotland Excel and their frameworks provide help with procuring services and equipment.
- 8.2 Director noted an estate maintenance tender will be advertised via Public Contract Scotland in November / December but considering costs the Association should continue to explore providing this service in-house. Approval from Management Committee received to proceed with tender and planning for in-house service.
- 8.3 Discussions occurred about condition of neighbouring estates and external stakeholders. Director and Chairperson agreed that a meeting is necessary between Community Co-ordinators,

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Association and Councillors. Director advised that an update will be sent to Committee.

9.0 Property Buy Back Approval – Verbal Update by Director

9.1 Director advised that the offer may not go through to sale but he will keep the Management Committee updated on progress.

10.0 Replacement LED Office Lighting – Verbal Update by Director

10.1 Director advised that the older fluorescent lights are expensive to run at current electricity rates. Two quotes received for LED, one just over £5,000 and the other just over £3,000. Director will keep Management Committee updated.

10.2 Director advised that because the whole light fitting would be removed there may be some plaster or painting works required around old light fittings.

11.0 Upgraded Central Heating Control in Office – Verbal Update by Director

11.1 Director advised that in line with the economic crisis, we will be looking at ways to bring costs down so staff have been investigating the office heating. Expected cost for this upgrade is £1,200 with payback in 1-2 calendar years (at current utility costs)

12.0 Upgraded Security in Office – Verbal Update by Director

12.1 Director advised that some alarm components are coming to the end of their life cycle and necessary action or upgrades will be considered.

13.0 SFHA – Verbal Update by Director

13.1 Director advised that the SFHA are currently canvassing Scottish Government to highlight landlord's points and concerns.

13.2 Advised that there is a lot of duplication going on in terms of work and efforts by the GWSF.

14.0 EHRA – Verbal Update by Director/Chairperson

14.1 Chairperson advised they will send on any EHRA training to Management Committee for selection.

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- 14.2 Chairperson advised that an EHRA meeting happened last week and it was agreed more lobbying would take place to combat the economic crisis.
- 14.3 Director updated the Committee to advise that Ruchazie Housing Association has left EHRA.
- 14.4 Chairperson advised that EHRA meeting with social enterprise “The Circle” went well and highlighted their work in communities. Discussions occurred about future joint working opportunities.
- 14.5 Chairperson confirmed that the quiz night will be held on Friday 28 October at 7pm. Committee were asked to bring something for the raffle and donations for the foodbank including pet food. Committee were asked to update Chairperson on any food preferences and she will keep them informed on theme for the evening and if Halloween fancy dress will go ahead.

15.0 EVH – Verbal Update by Director

- 15.1 No update at this time.

16.0 Correspondence Received

- 16.1 SHARE: Director advised SHARE are assessing running costs, hopeful fees will not increase much. Chairperson advised some of the changes they are looking at include conferences being held during the week instead of weekends. Committee member asked if attendance will need to be limited and the Director advised that the Association is in a good financial position but may need to book sharing rooms or only allow those who will benefit the most to attend. This led to a bigger discussion on Committee training, please see A.O.C.B.

17.0 A.O.C.B.

- 17.1 Co-Wheels: Question raised regarding the costs of the electricity for the electric car in the office car park and who is paying for this. Director advised he will ask the Technical Services Manager to clarify with Management Committee to be updated.
- 17.2 Conferences/Workshops: Chairperson advised that due to economic crisis and the responsibility to elevate the Management Committee, evaluation forms must be completed for every conference. Specifically looking for how information learned will benefit the Association and if attendance is justified.

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- 17.3 Committee Training: Chairperson advised that the Regulator has highlighted their interest in this and their desire for Committees to have a range of skills. Director noted a training assessment forms part of appraisals and training requirements would be identified and potentially delivered in conjunction with EHRA. A Committee Member queried a recent email advertising SHARE training, the Director noted staff should highlight which courses are for committee and which are for staff.
- 17.4 Christmas Night Out: Chairperson advised that three options were considered but settled on The Crowwood House Hotel as they had availability for our dates, evening booked for the 9th December. Some Committee Members noted their disappointment at the venue and buffet meal, Chairperson and Director advised that the Christmas night needs to be booked earlier in the year going forward to avoid disappointment.
- 17.5 Group Chat: Director advised that he would create a Management Committee group chat on WhatsApp so quick updates can be sent. Director asked the Committee to download WhatsApp or come into the office and he would assist.
- 17.6 Committee Member Retirement: It was agreed that a retirement lunch would be held in the office for CR. A Friday afternoon was noted as suiting everyone.
- 17.7 Street Lighting: Committee Member highlighted that there are a number of street lights out in the area. Director advised that staff will not be aware of this due to the time the office shuts. Director will consider planning a late estate management visit with staff. Director advised Committee that street lighting faults must be reported to Glasgow City Council or reported to staff.
- 17.8 Equalities Form: Director advised that these will be sent out soon.
- 17.9 Meeting Invites: Chairperson advised that future Committee Meeting invites must be signed by the Secretary. Director noted.

18.0 Review of Meeting

- 18.1 The Committee were in agreement that the meeting was very informative and productive.

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19.0 Date and Time of Next Meeting

- 19.1 The next Management Committee meeting will be held at the end of October, most likely Monday 31 October, to bring the scheduling of meetings back in line.

Signed by:



Date: 31/10/2022