

**Minute of Management Committee Meeting held on
Monday 31 October 2022 at 3pm in Committee Room**



Provanhall Housing Association Limited

1.0 Sederunt

Action

Present: Linda Cameron (Chairperson)
Christine Morris (Secretary)
Elizabeth McEwan (Committee Member)
William Blunn (Committee Member)
Margaret Stewart (Committee Member)
James McGuire (Committee Member)

In Attendance: Alan Hume (Director)
Louise Kirkland (Senior Finance Officer) –item 5.0 only
then left meeting
Julie Smith (Housing Services Officer)

2.0 Apologies

Barbara McCluskey (Committee Member)
Rodger Harley (Committee Member)
Tracy Coutts (Committee Member)
Clarice Spaine (Committee Member)

3.0 Registrations of Interest

3.1 No declarations made.

4.0 Minutes of previous meeting on 10th October 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 10th October 2022

5.1 Director Advised
9.0 Buy Back purchase ongoing
10.0 LED Office lighting ongoing
11.0 Smart central heating controls in office ongoing

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- 5.2 Senior Finance Officer advised
7.8 Treasury Management Savings & Deposit Report circulated with interest rates – savings accounts and recommendations to move money agreed to be revised on a month to month basis. Moving money means £11,875 more in interest

Financial Update given on FCA return due to be submitted 31/10/22 – copy circulated and approved for submission

April – Septembers accounts not yet complete as awaiting invoices to be received. Will be ready for Novembers meetings

Senior Finance Officer left meeting at this point

6.0 Annual Assurance Statement – Circulated at Meeting -Approved

- 6.1 Director gave an overview of the assurance statement – Approved for Submission

7.0 Equality Diversity and Inclusion Action Plan – Approved

- 7.1 Director gave an overview of the EDI Action Plan Committee highlighted a lot of work due by June 2023 – Director advised separate managers meeting to be held and task to be assigned.
Approved and agreed to make this a regular agenda item

8.0 Equality Impact Assessment for Policy - Approved

- 8.1 Director gave an overview of need for this – Committee not in favour of consultants and agreed with Policy

9.0 Estate Services Provisions – Verbal Update by Director

- 9.1 Director advised that given timescales propose to tender estate services as a complete package for 3 years. To be advertised on PCS 7th November with a 4 week return – committee will be contact re tender opening. If price or supplier not suitable then progress with inhouse team.

10.0 Approval of Rent Consultation - Approved

Rent increase consultation
BHA – Not decided
CHA - 3-5%
EHP – 5-7%
PHA proposal 5% rent - lower then EHRA

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11.0 SFHA – Verbal Update by Director

11.1 No Update at this time

12.0 EHRA – Verbal Update by Director/Chairperson

12.1 Quiz Night Successful – Raised over £150 with donations still to be received. CHA overall winners and Trophy to be engraved and passed on – CHA to host next year

12.2 Reminder to all for foodbank donations

13.0 EVH – Verbal Update by Director

15.1 No update at this time.

14.0 Correspondence Received

16.1 No correspondence received since last meeting

15.0 A.O.C.B.

15.1 New Members: Approved list of 6 new members

15.2 Committee Training: Chairperson reminded all Committee that any training they are interested in discuss. Training can take many forms including Share / EHRA / InHouse. Finance Training to be looked into

15.3 Confidentiality Reminder: Chairperson reminded all committee meeting space was their opportunity to discuss AOCB and not to discuss it after the meeting, particularly in public places.

18.0 Review of Meeting

18.1 The Committee were in agreement that the meeting was very informative and productive. Expressed interested in Financial matters at the meeting

19.0 Date and Time of Next Meeting

19.1 The next Management Committee meeting will be held Wednesday 30th November at 3pm – Scottish Themed!

Signed by:



Date: 30/11/2022