

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 23<sup>th</sup> September 2019, at 3.30pm in the office of Provanhall Housing Association, 34 Conisborough Road, Provanhall, GLASGOW G34 9QG**

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**1.0 Sederunt**

**Action**

Present: Elizabeth McEwan (Chairperson)  
Barbara McCluskey, (Committee Member)  
Cathie Reid, (Committee Member)  
Rodger Harley, (Committee Member)  
Christine Morris, (Secretary)

In Attendance: Patricia Gallagher, Director

**2.0 Apologies**

2.1 Clarice Spaine, (Committee Member)  
Tracy Coutts, (Committee Member)  
Margaret Stewart, (Committee Member)  
Sandra Wilson, (Committee Member)

**3.0 Registration Of Interest**

3.1 All Management Committee members present reviewed their register of interest's entry.

3.2 There were no registrations of interest pertaining to this meeting.

**4.0 Management Committee Resignations**

4.1 The Chairperson advised that as of the AGM, the following Management Committee members had resigned: William Blunn; Rosemarie Docherty and Linda Cameron.

4.2 It was noted that all of them had resigned for personal reasons and none of them were a notifiable event.

**5.0 Minutes of previous meeting of 26 August 2019**

5.1 The minutes from the previous meeting of 26 August 2019 were approved by Rodger Harley and seconded by Babs McCluskey.

**6.0 Matters arising from previous meeting of 26 August 2019**

6.1 Item 24.5: The Director advised that no specific EHRA event had taken place. Only a tweet had gone out in support of world housing day.

**7.0 Minutes of previous meeting of 11 July 2019**

7.1 The minutes of the Management Committee meeting of 11 July 2019 were approved by Christine Morris and seconded by Babs McCluskey.

**8.0 Matters arising from previous meeting of 11th July 2019**

8.1 There were no matters arising from the Management Committee meeting held on 11<sup>th</sup> July 2019.

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**9.0 Minutes of Housing Services Sub Committee meeting of 17th June 2019**

- 9.1 The minutes of the Housing Services Sub Committee meeting of 17<sup>th</sup> June 2019 were approved by Christine Morris and seconded by Babs McCluskey.

**10.0 Business Plan – Written Report By Director - Approved**

- 10.1 A written report by the Director was circulated prior to the meeting and approved.
- 10.2 There were no further queries in relation to this report and it was approved for immediate implementation.
- 10.3 It was noted that Appendix 3 will be completed and presented to the next Management Committee meeting for approval, due to Staff holidays.
- 10.4 The Management Committee discussed the business plan and confirmed its agreement with the objectives, values and mission statement
- 10.5 The Management Committee advised that they found the document, whilst long, very clear and concise.
- 10.6 The Management Committee approved the business plan for immediate implementation.

**11.0 Staff Succession Planning – Written Report By Director - Approved**

- 11.1 A written report by the Director was circulated prior to the meeting and approved.
- 11.2 The succession planning report was discussed in detail with particular emphasis on the noted proposed retirement date of the Technical Services Manager.
- 11.3 It was noted that this will be being addressed by the Staff, Learning and Development Sub Committee.
- 11.4 The templates for action, in the absence of the Director, was discussed and agreed.
- 11.5 There were no further comments and the recommended actions in the report were approved. D/SLD

**12.0 Quarterly Management Accounts – Apr – June 2019 Written Report By Director and Senior Finance Officer - Approved**

- 12.1 A written report by the Director and the Senior Finance Officer was circulated prior to the meeting and approved.
- 12.2 The Director advised that the Senior Finance Officer is currently reviewing some internal systems and will come along to a future meeting with Management Committee to discuss a review the format of the accounts. SFO

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12.3 The Director went over the accounts in details and the salient points, as per the accompanying narrative, were noted.

12.4 The Director also confirmed that all ratios compared favourably with their peer group average and there are no causes for concerns. He further confirmed that there were no breaches of any of our Covenants.

12.5 There were no further queries on the Management accounts.

**13.0 Sub Committee Membership– Written Report By Director - Approved**

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

13.2 The Management Committee members who have resigned from the committee and the following changes were also made:  
Rodger Harley and Tracy Coutts moved on to the Staffing Sub Committee.

**14.0 Whistleblowing Policy - Written Report By Director - Approved**

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

14.2 The Management Committee advised that they found it a very comprehensible policy and in response to a question from a Management Committee member the Director confirmed it was available on the Staff noticeboard.

14.3 There were no further queries on the report and the policy was approved for immediate implementation.

**15.0 Assurance Statement working group update – Verbal Report By Director – Approved**

15.1 The Director gave an update on the first meeting of the assurance statement working group and advised that a second session was due to be held on Thursday 26<sup>th</sup> September 2019 in the office at 2pm.

15.2 Members of the group updated on the work undertaken and advised they had found the session useful.

15.3 The Director confirmed the deadline for the statement was 31<sup>st</sup> October 2019.

15.4 The Management Committee approved the second meeting of the group and keeping the same format for the session.

**16.0 Timetable of Committee meetings - Written Report By Director– Approved**

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

16.2 A discussion took place on the timings of the meetings and it was agreed

that the next meeting will start at 4.15pm as a trial.

16.3 There were no further issues raised and the calendar of meetings was approved.

**17.0 Balcurvie Road Action Group update– Verbal Report By Director - Approved**

17.1 The Director gave an update on progress and advised that she had requested a further meeting of the group with Your Place, the factor for the area in attendance.

17.2 The Management Committee advised that they felt that it was important that work continues in this area and approved the Associations continued involvement in this group, but not as the lead organisation.

**18.0 Approval of Share Application And Use of Seal –Verbal report by Director - Approved**

18.1 The Director advised that there were no Share applications for approval this evening.

**19.0 Purchase of Property – Written Report By Director - Approved**

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

19.2 The Management Committee was advised that the Chairperson had approved this sale out with the Management Committee meeting cycle due to timings.

19.3 The Management Committee reviewed the report and the attached financial statement and ratified the Chairpersons approval.

**20.0 Health And Safety report – Written Report By Director**

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

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

**21.0 Q1 Complaints report – Written Report By Director**

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

21.2 A change to internal procedures resulting from a complaint was noted.

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

**22.0 Q1 ARC performance report – Written Report By Director**

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

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22.2 The Director went through the report in detail.

22.3 There were no further queries in relation to this report

**23.0 Freedom of Information - Verbal Report By Director - Noted**

23.1 The Director advised that the Freedom of Information regulations would apply to the Association on 11<sup>th</sup> November and that the Association will have to confirm to the Information Commissioner by 1<sup>st</sup> November that it is compliant.

23.2 The Director outlined that work that would be undertaken and that a full report would be presented to the next Management Committee meeting. D

**24.0 Annual Landlord report – Written Report By Director – Noted**

24.1 The Chairperson spoke to the Landlord Report from the Scottish housing Regulator and advised that a copy would be send out this week with the quarterly Newsletter and would be put on to the website.

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

**25.0 Publication/ Training and Invitation - Written Report By Director - Noted**

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

25.2 A note was taken of Management Committee members interested in attending the annual EVH conference.

**26.0 SFHA Update – Verbal Report by Director - Noted**

26.1 Director noted that there was nothing to report.

**27.0 EHRA update Written Report By Director - Noted**

27.1 It was noted that a film is being prepared on EHRA following on from the Community Festival and that it is based on the theme of the festival.

27.2 AGM was held on 11<sup>th</sup> September 2019. It was agreed that Liz McEwan and Babs McCluskey will be the official representatives from the Association.

**28.0 EVH update – Written Report By Director, Noted**

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

28.2 It was noted that the Director and the Chairperson are meeting with EVH in the next few weeks to discuss Staff succession planning.

28.3 Any Committee Member wishing further information on anything in this report was asked to advise the Director.

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**29.0 Correspondence Received**

29.1 It was noted that no correspondence has been received.

**30.0 A.O.C.B**

- 30.1 Re-Tune – the Director advised that Re-tune were making use of the Associations office for meetings etc.
- 30.2 EHRA Quiz night – being held on Friday 11<sup>th</sup> October 2019 at 7pm in Blairtummock Hall. Receptionist will arrange transport nearer the time. R
- 30.3 The Connie 10<sup>th</sup> Anniversary – the Director advised that there was a proposal to run a joint event with Connect CT on Saturday 9<sup>th</sup> November 2019 to celebrate the 10<sup>th</sup> Anniversary. This was approved.
- 30.4 The Director advised that Platform at the bridge has asked EHRA groups if they would pay for pantomime tickets this year if their funding did not come through; this was to allow them to start preparations. Cost would be £1000 for 200 tickets. Management Committee approved this.
- 30.5 Challenge Poverty Week – Director advised that there was a proposal from EHRA to take part in this again with another food bank drive. EHRA will also be publishing an outcomes report on its challenge poverty charter during this week. Management Committee approved this D
- 30.6 Scholarship funding request. The Management Committee approved funding up to £1000. D
- 30.7 Tenant Participation Action Plan. Director advised that a date will be set over next few weeks for working group to meet to progress this. Work will include the older resident's survey. D
- 30.8 AGM cancellations – the Director advised that following on from the AGM only one membership had been cancelled under the failure to attend five AGM's rule.
- 30.9 AFS return. The Director confirmed that this had been submitted to the Scottish Housing Regulator within the required timescale.

**31.0 Review of Meeting**

31.1 The Management Committee advised that although there had been a lot of paperwork for this meeting, getting some of the reports in advance of the meeting notice had been beneficial and the meeting had not been too lengthy or overwhelming.

**32.0 Date and Time of Next Meeting – Monday 28<sup>th</sup> October 2019 at 4.15pm.**

Signed By Chairperson:

Date: