

1.0 Sederunt

Action

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

In Attendance: Patricia Gallagher, Director

2.0 Apologies

2.1 There were no apologies submitted

3.0 Registration Of Interest

3.1 There were no registrations of interest.

4.0 Minutes of previous meeting of 9TH November 2020

4.1 The minutes from the previous meeting of 9TH November 2020 were approved by Babs McCluskey and seconded by Christine Morris.

5.0 Matters arising from previous meeting of 9th November 2020

5.1 In relation to item 4.13, the Director advised that she was meeting with the Senior Finance Officer tomorrow to discuss this.

6.0 Minutes of previous meeting of 26th October 2020

6.1 The minutes from the previous meeting of 21 September 2020 were approved by Babs McCluskey and seconded by Clarice Spaine

7.0 Matters arising from previous meeting of 26 October 2020

7.1 The following matters were raised:

11.2 It was noted that this meeting was held on 9th November 2020.

24.4 It was noted that vouchers had been issued to members who submitted proxies from the AGM

24.5 It was noted that the Director has emailed the tenant but no response has been received to date.

8.0 Draft Paint Packs for Voids report – written report by Technical Services Manager - Approved

8.1 A written report by Technical Services Manger was circulated prior to the meeting and approved.

8.2 The Management Committee assessed the various option and agreed to proceed with a one year pilot project using paint packs to be supplied by PPG. Also agreed to procure this via PfH membership. TSM

8.3 In relation to a question from a Committee Member, the Chair advised that it was agreed to provide decoration assistance at the last Management Committee meeting and the decisions was not open for review.

8.4 Management Committee requested that until lockdown is over, Staff attempt to carry out New tenant house visits via zoom so that they can see how paint packs have been used. HSM

8.5 The Director also advised that she will be speaking to local community groups to see if any assistance can be provided with home decorating. D

9.0 Update regarding fire detection postponement - written report by Technical Services Manager - Approved

9.1 A written report by the Technical Services Manager was circulated prior to the meeting and approved.

9.2 The Management Committee approved the current approach and the continuation of attempts to complete the contract within the original timescales –COVID19 restrictions permitting.

9.3 The Management Committee also noted the extended deadline.

10.0 Draft Annual Assurance Statement- written report by Director - Approved

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

10.2 The Director advised that as COVID19 had had no significant impact on service delivery or performance to end March 2020, no

reference has been made to it in the statement, The Management Committee.

- 10.3 The Management Committee approved the signing and submission of the Annual Assurance Statement. They also noted and agreed for it to be put on the Association website, Twitter and the next Newsletter. D/C

11.0 Draft Staff Code of Conduct – 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 this policy may have to be reviewed before the timescale stated due to a review of the model Codes of Conduct being undertaken by SFHA.

11.3 It was noted that the Staff register of interests will be reviewed in line with this policy. D

11.4 There were no further queries raised in relation to this policy.

12.0 Draft Flexible Working Policy – Written Report By Director - Approved

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

12.2 The Director advised that EHRA training will be being arranged on this subject due to the level of flexibility introduced due to COVID and potential increase in requests under this policy as a result.

12.3 There were no further queries raised in relation to this policy.

13.0 Sub Committee Membership and meeting dates – Written Report By Director - Approved

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

13.2 Changes to sub committee membership were noted and Director advised that a copy of the new Sub Committee memberships and timetable will be forwarded to all. D

14.0 Draft Lone Working Policy, Procedures and Risk Assessments - Verbal Report By Director - Approved

14.1 A written report was given by the Director and approved.

14.2 It was noted that some queries received from Staff on the procedures were clarified by the Director. These did not necessitate any changes to the documents circulated.

14.3 There were no further queries raised in relation to this policy.

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

15.1 It was noted that there were no membership applications for approval.

16.0 FCA annual return – written report by Director and Senior Finance Officer - Ratified

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

16.2 There were no further queries on this report.

17.0 Staff Annual Leave and Sickness report Q1 and Q2 – written report by - Noted

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

17.2 There were no further queries on this report.

18.0 ARC performance reports Q1 and Q2– written report by Director - Noted

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

18.2 The Management Committee advised that they were pleased with the performance statistics. They appreciated the dips in performance due to Covid, but overall they had been expecting them to have been worse due to the impact of COVID. They expressed their thanks to Staff for all of their hard work during this crisis. Director was asked to pass this on to Staff. D

19.0 SFHA update - Verbal Report By Director – Noted

19.1 Noted that Sally Thomas, Chief Executive would be attending the next EHRA meeting. Director asked anyone with any queries to raise to let her know. MC

19.2 There were no further issues to report.

20.0 EHRA update – written report by Director - Noted

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

20.2 There were no further queries in relation to this report and no further updates from the EHRA reps.

21.0 EVH update - Written Report By Director – Noted

21.1 It was noted that the monthly report had not been available prior to the Management Committee papers being prepared and still had not been received. Director advised that she will forward them on once they are received. D

21.2 Director advised that EVH has notified that annual negotiations have to be restarted on the pay deal as the rate of inflation was below that allowed for in the current agreement. Director advised that updates would be provided as they became available. D

22.0 Correspondence received

22.1 A joint letter from the Housing Minister and COSLA re continuing services in a safe working environment was noted.

23.0 A.O.C.B.

23.1 PAIH Winter Appeal: It was agreed to donate £50. D

23.2 Eligibility Forms: the Director advised that some of the forms had been returned unsigned. She advised that these would be reissued and asked all to return them as soon as possible. D/MC

23.3 Tier 4 Lockdown and Repairs: The Director advised that during Tier 4 lockdown, only emergency and Health and Safety repairs

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 26 October 2020, at 3pm held via Zoom

will be carried out. The Management Committee advised that they do not require the weekly update to resume during this time.


23.4 Registrations of interest: The Director advised that she will be in touch with all to review the Committee Members register. D

24.0 Review of meeting

24.1 All felt that the meeting had gone well and was well chaired. All confirmed that they were now very comfortable using zoom.

25.0 Date and time of next Meeting

25.1 The next meeting will be held on Monday 21ST December 2020 at 3pm.



Signed By Chairperson:

Date: 21/12/2000