

**1.0 Sederunt**

**Action**

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

In Attendance: Patricia Gallagher, Director

**2.0 Apologies**

2.1 Tracy Coutts, (Committee Member)

**3.0 Registration Of Interest**

3.1 There were no registrations of interest noted.

**4.0 Minutes of previous meeting of 26 April 2021.**

4.1 The previous minutes were approved by Linda Cameron and seconded by Christine Morris.

**5.0 Matters arising from previous meeting of 26 April 2021**

5.1 The following matters arising from the last meeting were noted:

11.3: the Director advised that she had emailed all Staff re ensuring procedures for locking up the office are followed. She advised that Staff advised that they had been aware of incident re lights being left on and had taken remedial action to resolve this already.

17.3: The Management Committee agreed to await availability of this year's ARC returns for this report. It was noted that internal quarterly benchmarking will be included in future reports.

24.1: The Director advised that this is now in place and that our Insurers have been informed re limits on claims having been reduced while this was outstanding

24.4: It was noted that this had been done.

**6.0 ARC Return 2020-21 – written report by Director**

- 6.1 A written report by the Director was circulated prior to the meeting and approved.
- 6.2 The Director went through the return via an online presentation. She highlighted the rent collection figure that had been updated since the report was circulated.
- 6.3 The Management Committee noted the good performance for the year, taking COVID into account, and stated an interest in benchmarking this year's performance.
- 6.4 There were no further queries on this report and it was approved for submission to the Regulator.

**7.0 Management Committee appraisal report 2020-21– written report by Director - Approved**

- 7.1 A written report by the Director was circulated prior to the meeting and approved.
- 7.2 The Attached action plan and training plan were approved. It was agreed to hold a separate session to discuss the action plan in more detail.
- 7.3 There were no further queries in relation to the action plan.

**8.0 Succession Plan 2021-22 – written report by Director - Approved**

- 8.1 A written report by the Director was circulated prior to the meeting and approved.
- 8.2 A discussion took place on the succession planning requirements for Senior Staff.
- 8.3 Management Committee agreed with the assessment that there are sufficient skills, knowledge and experience amongst existing committee members re Office Bearers succession.
- 8.4 There were no further queries in relation to this report.

**9.0 Draft Alcohol and Substance misuse policy – written report by Director - Approved.**

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

9.2 The Director advised that this policy was based on the latest EVH model. D

**10.0 Draft Management Committee Induction Policy – 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.

**11.0 Draft Data Protection Privacy Policy – written report by Director - Approved**

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

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

**12.0 Approval of membership applications – Verbal report by Director - Noted**

12.1 A verbal report by the Director was given at the meeting and noted

12.2 The Director advised that there were no applications for approval this month.

**13.0 Phase 13 Landscaping – written report by Director – Noted**

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

13.2 The Director went through the update and clarified the location of the items referred to in the report.

**14.0 SFHA update - verbal Report By Director - Noted**

14.1 A verbal report by Director was given at the meeting and noted.

14.2 It Was noted that Information received from SFHA was emailed to the Management Committee as it came in. Management Committee Members advised that they were receiving them.

**15.0 EHRA update – written report by Director - Noted**

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

15.2 The Director Advised that EHRA has written to SHR for clarity on the holding of virtual AGM's this year.

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

#### **16.0 EVH update – written report by Director - Noted**

16.1 It was noted that the EVH monthly report did not come in on time to be circulated with the papers. It was agreed that it will be forwarded to the Management Committee upon receipt and any issues or queries Management Committee members have can be raised under this item, unless they are time constrained in which case they should be directed to the Director as they arise. MC

16.2 No Further issues re EVH were raised.

#### **17.0 Correspondence Received**

17.1 It was noted that no correspondence had been received out with everything that had previously been emailed to the Management Committee.

#### **18.0 A.O.C.B.**

18.1 Covenants D  
The Director advised that she and the Senior Finance Officer met with RBS today and a discussion took place re covenants. RBS advised that any expenditure incurred in 2021/22 due to 2020/21 underspend as a result of Covid 19 can be reported separately to avoid the Association breaching any Covenants. She further advised that a query was raised in relation to covenants being removed if our loan was to fall below a certain level as we had been advised at the meeting that this was not guaranteed – as we had been led to believe it was. The Director advised that the Association await feedback from RBS before any further action/investigation is made in to this. The Management Committee approved this course of action.

18.2 Anti Bribery and Fraud training  
The Director advised that this training is taking place in house on Tuesday 8<sup>th</sup> June 2021 at 11am. She advised that she will send the link to the session.

**18.3 Breaches of GDPR**

The Director advised the Management Committee of 2 minor breaches of GDPR, neither of which were reportable to the ICO. She confirmed that they had been recorded on our systems and that the tenants affected had been notified.

**18.4 End of LIBOR**

The Director Advised that following on from discussion with RBS this morning, the Senior Finance Officer will prepare a report at a later date re options for changing our existing loans.

**18.5 Youth and Housing Committee**

The Director advised that she has had a meeting with Connect and YOMO re setting up a youth and housing Committee. She advised that Calvay and Gardeen Housing Association's are also involved as Connect also run youth services in their areas. The Director advised that she will provide further updates on this when they are available.

**18.6 Stock Valuation**

The Director advised that a stock revaluation will be undertaken soon. She advised that this had been due in 2019 but was delayed due to COVID.

**18.7 Review of reporting Formats**

The Director advised that she will do a formal review of the reporting formats with the Management Committee at the next meeting. She advised that this will take place at Sub Committee meetings also. Management Committee members advised that it had already been done at the Technical Services Sub Committee.

**18.8 Review of Timings of Meetings**

The Director enquired as to whether Committee Members would be available to hold this meeting at a different time of day to accommodate other committee members working hours. Management Committee members present advised that they would be happy to look at this if required.

**19.0 Review Of Meeting**

25.1 Members advised that they had enjoyed the meeting and thought it had been run well.

**20.0 Date And Time Of Next Meeting**

26.1 The next meeting will be held on Monday 28<sup>th</sup> June 2021 at 3.30pm (unless otherwise advised – as per 18.9 above) It will be held via Zoom.

**Provanhall Housing Association Limited – Minute of Management Committee Meeting  
held on Monday 24 May 2021, at 3.30pm held via Zoom**

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*EMG*

Signed By Chairperson:

Date: 28/06/2021