

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 25th November 2019, at 4.15pm in the office of Provanhall Housing Association, 34 Conisborough Road, Provanhall, GLASGOW G34 9QG

1.0 Sederunt

Action

Present: Elizabeth McEwan (Chairperson)
Barbara McCluskey, (Committee Member)
Cathie Reid, (Committee Member)
Rodger Harley, (Committee Member)
Christine Morris, (Secretary)
Margaret Stewart, (Committee Member)
Linda Cameron, (Co-optee)

In Attendance: Patricia Gallagher, Director

2.0 Apologies

2.1 Sandra Wilson, (Committee Member) – Special Leave
Clarice Spaine, (Committee Member) – Special Leave
Tracy Coutts, (Committee Member)

3.0 Registration Of Interest

3.1 There were no registrations of interest.

4.0 Notifiable Events

4.1 The Director confirmed that there had been no notifiable events.

5.0 Minutes of previous meeting of 28 October 2019

5.1 The minutes from the previous meeting of 28 October 2019 were approved by Christine Morris and seconded by Babs McCluskey.

6.0 Matters arising from previous meeting of 28 October 2019

6.1 There were no matters arising from the previous minutes.

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7.0 Minutes Of The Staff, Learning and Development Sub Committee meeting of 11th November 2019

7.1 The minutes of the Staff, Learning and Development Sub Committee meeting of 11th November 2019 were approved by Babs McCluskey and seconded by Liz McEwan.

8.0 Quarterly Accounts – end September 2019 – Written Report By Senior Finance Officer and Director - Approved

8.1 A written report by the Director and Senior Finance Officer was circulated prior to the meeting and approved.

8.2 The Director spoke to the report and the main variances were highlighted. The Director confirmed that some of the main variances in the repairs and maintenance expenditure was due to the timing of works.

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- 8.3 The Director also confirmed that all ratios compared favourably with their peer group average and there are no causes for concerns. She further confirmed that there were no breaches of any of our Covenants.
- 8.4 Going forward the Director advised that the Senior Finance Officer wished to review the layout of the quarterly accounts report with the Management Committee. In response to this a Committee Member suggested that alternative layouts be presented to the Management Committee for its consideration. Director to advise of timescales for this. D/SFO
- 9.0 Review of changes to pension contributions – Written Report By Director - Approved**
- 9.1 A written report by the Director was circulated prior to the meeting and approved.
- 9.2 The Management Committee reviewed the actual costs of all of the various options re the current position with the pension scheme and the possible scenarios going forward.
- 9.3 Following this review and discussion the Management Committee agreed that the final salary scheme will be closed to new joiners and that they will meet the full increase in contributions for the two remaining Staff.
- 9.4 The above has to be applied subject to the Director confirming with The Pensions Trust that these changes will not trigger any debt on withdrawal.
- 10.0 Long Term Investment Report – Written Report By Director - Approved**
- 10.1 A written report by the Director was circulated prior to the meeting and approved.
- 10.2 Following discussion the Management Committee approved the deposit of £500,000 for 3 months with the Bank of Scotland. D/SFO
- 11.0 Proposal for new instant access bank account – Verbal Report By Director - Approved**
- 11.1 A verbal report by the Director was given at the meeting and approved.
- 11.2 After discussion it was agreed that the Senior Finance Officer be asked to look at available options and a proposal be presented to the next Management Committee meeting in December. D/SFO
- 12.0 Balcurvie Road Action Group update – Verbal Report By Director**
- 12.1 A verbal report by the Director was given at the meeting and approved.
- 12.2 It was noted that Your Place are now around the table and feedback is awaited from them re their possible remit in this area. Agreed that Director to continue to pursue further GCC intervention in this area. D
- 12.3 Noted that a further meeting is being organised for January 2020.

13.0 Approval of Share Application And Use of Seal - Approved – Written Report By Director.

- 21.1 A verbal report by the Director was given at the meeting.
- 21.2 The Director advised of SHARE application received and approval was given for signing and sealing of the same (SHARE no 662 to 663).

14.0 Q2 ARC performance report – Written Report By Director - Noted

- 14.1 A written report by the Director was circulated prior to the meeting and noted.
- 14.2 The Director advised of the link between this report, the ARC and the Business plan. The Director then went through each point in detail.
- 14.3 In relation to point P14, it was noted that the figures have all to be changed to numeric for ease of reference. In relation to P16, Management Committee members requested that in addition to this figure % figures also be given so a comparison can be made against other arrears figures reported. Whether technical or non-technical arrears also to be stated. D/HSM

15.0 Quarterly Complaints report – July-September 2019 – Written Report By Director - Noted

- 15.1 A written report by the Director was circulated prior to the meeting and was noted.
- 15.2 It was noted that all of the complaints were responded to within the required timescale and that no policy changes had been required as a result of any of the complaints.
- 15.3 There were no further queries or comments in relation to this report.

16.0 Health And Safety report – Written Report By Director - Noted

- 16.1 A written report by the Director was circulated prior to the meeting and was noted.
- 16.2 The Director advised that a report on the Health and safety audit will be presented to the next Management Committee meeting. D
- 16.3 There were no further queries in relation to this report

17.0 Publications / Training And Invitations - Written Report by Director - Noted

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

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17.2 It was noted that no one from the Management Committee was available to attend the TIS event on the 4th of December.

17.3 The Director advised that anyone interested in anything from this report should notify her. MC

18.0 SFHA update – Written Report By Director – Noted

18.1 A verbal report by the Director was noted.

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

19.0 EHRA update - Written Report By Director - Noted

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

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

20.0 EVH Update – Written Report by Director - Noted

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

20.2 Feedback was given on the annual conference which Management Committee members had found really interesting and enjoyable.

21.0 Correspondence Received - Verbal Report By Director - Noted

21.1 It was noted that no correspondence has been received.

22.0 A.O.C.B

22.1 **Toy Donations.** The Director advised that Connect CT have received a sizeable donation of toys and clothes. She further advised that some of these have been given to the Association for distribution. It was noted that they are being given to Women's Aid, Local churches, nurseries and health visitors. Anyone who knows of anyone else who could benefit from them is asked to let the Director know.

22.2 **Finance Procedures.** The Director advised that it is being proposed that we revert back to following the financial procedures that do not require Management Committee members (Office Bearers) to have to sign off payments before they are processed. The Director advised that this would allow the procedures to run much more smoothly. This was approved. D/SFO

22.3 **Annual Wage Increase.** The Director advised that the annual wage increase for next year will be 1.51% and that this is based on the two year agreement that EVH and Unite the Union previously agreed. D/SFO

22.4 **FOI.** THE Director advised that all processes are in place to receive and respond to FOI enquiries. She further advised that none have been received to date. Director advised that a regular report shall be set up for D

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Management Committee on this. This may comprise of the standard report that has to be sent to the information Commissioner, but shall be reviewed at time first report had to be submitted.

29.0 Review of Meeting

29.1 Management Committee advised that they felt this had been a productive and well run meeting.

30.0 Date and Time of Next Meeting –

30.1 The next meeting will be held on Monday 16th December 2019 at 4.15pm in the offices of the Association.

Signed By Chairperson:

Date: