

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 26<sup>th</sup> August 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)  
Clarice Spaine, (Committee Member)  
Christine Morris, (Secretary)  
Margaret Stewart, (Committee Member)

In Attendance: Patricia Gallagher, Director  
Sandra Wilson, Tenant, (Observer)  
James McBride, Scott Moncrieff, item 7 only.

**2.0 Apologies**

2.1 William Blunn, (Committee Member)  
Rosemarie Docherty (Committee Member) Special Leave  
Tracy Coutts, (Committee Member)  
Linda Cameron, (Committee Member)

**3.0 Registration Of Interest**

3.1 Sandra Wilson registered an interest in item 16.

**4.0 Minutes of previous meeting of 24 June 2019**

4.1 The minutes from the previous meeting of 24 June 2019 were approved by Christine Morris and seconded by Cathie Reid.

**5.0 Matters arising from previous meeting of 24 June 2019**

5.1 Item 8: it was noted that this report had been redrafted and a special Management Committee was held in July 2019 for approval of same and approval of submission to the Scottish Housing Regulator, all of which was undertaken within the extended timescales given.

**6.0 Minutes of Housing Services Sub Committee meeting of 17 June 2019**

6.1 The minutes of the Housing Services Sub Committee meeting of 17 June 2019 were approved by Christine Morris and seconded by Babs McCluskey.

James McBride, Scott Moncrieff, joined the meeting at this point.

**7.0 Annual Accounts – Written Report By Director and Scott Moncrieff Auditors, Approved.**

7.1 A Written Report By Director and Scott Moncrieff was circulated prior to the meeting and approved.

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- 7.2 James McBride spoke to the audit management report and highlighted the recommendations to the Management Committee who advised that they accepted these and that procedures have been put in place for these.
- 7.3 James confirmed that no breaches of laws or regulations and no fraud was found.
- 7.4 James took the Management Committee through the audited accounts and highlighted the new accounting provisions re the pension deficit and he also highlighted the surplus.
- 7.5 James advised that at the year end and moving forward, the Association has a healthy cash balance and will be able to provide the required on-going maintenance of the properties.
- 7.6 The Management Committee approved the signing of the letter of representation and a copy was given to James McBride for Scott Moncrieff's records.
- 7.7 The Management Committee approved the signing of the audited accounts. The accounts were duly signed.
- 7.7 The Management Committee approved the submission of the audit management report, audited accounts and response to the Management letter to the Scottish Housing Regulator.
- 7.8 A Committee Member advised that they had found James's explanation of the accounts and the audit management report very comprehensive. Other members of the Management Committee were in agreement with this.

James McBride, Scott Moncrieff, was thanked for his attendance and left the meeting at this point.

**8.0 Dignity at Work Policy – Written Report By Director – Approved**

- 8.1 A written report was circulated prior to the meeting and approved.
- 8.2 Management Committee members stated that they felt the policy was clear and comprehensive.
- 8.3 There were no further queries in relation to this report and it was approved for immediate implementation.

**9.0 Computer back up procedure - Written Report By Director - Approved**

- 9.1 A written report was circulated prior to the meeting and approved..
- 9.2 There were no further queries in relation to this report and it was approved for immediate implementation.

**10.0 Working Groups – Verbal Report By Director - Approved**

- 10.1 The Director advised the Management Committee of the toolkit that has been published in relation to the new assurance statement requirements. She recommended that a working group be set up to look through this and to report back to the full Management Committee. It was noted that this may require 2/3 meetings. D
- 10.2 The Director also advised that an action plan for Management Committee recruitment/succession planning has also been received from the Consultant who facilitated this workshop at the annual away day. Director again recommended a working group be set up to look through this and to report back to the full Management Committee. D
- 10.3 The Management Committee agreed with these recommendations and advised the Director to send out arrangements for membership and meeting dates for these working groups. D
- 10.4 It was also agreed that certain Staff would be asked to attend them as appropriate. D

**11.0 EHRA emergency cover policy – Written Report By Director - Approved**

- 11.1 A written report was circulated prior to the meeting and approved.
- 11.2 Approval was given to share required information with Blairtummock HA as long as it was encrypted. The Chairperson agreed to her mobile phone number being forwarded.
- 11.3 It was noted that no personal information on any Tenants would be sent, only addresses will be used.

**12.0 Management Committee role descriptions - Written Report By Director - Approved**

- 12.1 A written report by the Director circulated prior to the meeting and approved.
- 12.2 There were no further comments or queries on this report and it was approved for immediate implementation and posting to the website.

**13.0 SHAPS annual financial assessment - Written Report By Director and Senior Finance Officer - Approved**

- 13.1 A written report by the Director and Senior Finance Officer circulated prior to the meeting and approved.
- 13.2 There were no further comments or queries on this report and it was approved for submission to the Pensions Trust. D/SFO

**14.0 Balcurvie Road Action group update – Verbal Report by Director – Noted**

- 14.1 The Director advised that the local Councillor involved had been unhappy

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at follow up re this, from Council services and was trying to ensure they are maintained in the area

14.2 Councillor has asked Director re what else should now take place and she advised that the factor for the area would now need to be involved. Councillor Burke will pursue a meeting with them.

14.3 In response to a question from the Director the Management Committee advised that they had no other suggestions at the present time and thought that progress to date was appropriate. Comment was made that work should continue in this area. Management Committee agreed to this.

14.4 The Director will continue to work with the local Councillor and the steering group. D

**15.0 AGM arrangements – Written Report By Director– Approved**

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

15.2 It was noted that the agenda had been approved by the Secretary and the Chairperson in advance.

15.3 It was agreed that: Margaret Stewart and Babs McCluskey will stand down from the Management Committee. Both advised that they wished to stand for re-election. D

15.4 It was agreed that William Blunn will also be asked to stand down and will be contacted, along with Tracy Coutts who is also required to stand down, to confirm whether or not they wish to stand for re-election. D

Sandra Wilson declared an interest and left the meeting at this point.

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

16.1 A verbal report by the Director was given at the meeting.

16.2 The Director advised of two SHARE application received and approval was given for signing and sealing of the same (SHARE no. 647 - 654).

**17.0 Q4 ARC report 2018/19 – Written Report By Director - Noted**

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

17.2 The Director went over the report in detail and discussion took place on results achieved.

17.3 There were no concerns regarding this report and it was approved for submission on to the website. D

**18.0 Health and Safety Report - Written by Director, Noted**

- 18.1 A written report by the Director was circulated prior to the meeting and was noted.
- 18.2 It was noted that this report included both the monthly and a quarterly walkabout report
- 18.3 It was noted that there were no causes for concern and there were no further queries raised in relation to this report.

**19.0 Publication/ Training and Invitation - 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 SFHA Update – Verbal Report by Director, Noted**

- 20.1 A written report by the Director was circulated prior to the meeting and approved.
- 20.2 The Director advised that EHRA plans to meet with SFHA to discuss the guidance it is issuing on behalf of the Scottish housing Regulator and our concerns in relation to this. D/EHRA Reps

**21.0 EHRA update Written Report By Director Noted**

- 21.1 A written report by the Director was circulated prior to the meeting and noted.
- 21.2 See 20.0 above
- 21.3 Director advised that the EHRA AGM is being held on 11<sup>th</sup> September and Linda Cameron, Committee Member has been nominated as Chairperson.
- 21.4 There were no further comments or queries raised in relation to this report.

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

- 22.1 A written report by the Director was circulated prior to the meeting and noted.
- 22.2 Any Committee Member wishing further information on anything in this report was asked to advise the Director.

**23.0 Correspondence Received**

- 23.1 SHAPS – Letter re confirmation of agreement of valuation proposals. The contents of the letter were noted.
- 23.2 SHAPS – Letter requesting authority to share employer data. Authority D

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was granted for the Director to E-sign this authority.

- 23.3 Card from Flat Pack Meals thanking the Management Committee for use of the office.

**24.0 A.O.C.B**

- 24.1 Director advised that a new receptionist Rachel Knox Anderson had taken up post on 30<sup>th</sup> July 2019.

- 24.2 In response to a request from a Committee Member it was agreed that all training information will be sent by memo in future. D/R

- 24.3 In response to a request from a Committee Member it was agreed that meetings will start at 3.30pm as of next month.

- 24.4 The Director advised the Management Committee that Freedom of Information will apply to the Association as of 11<sup>th</sup> November 2019. She advised that relevant Staff will all receive appropriate training.

- 24.5 Scottish Housing Day. The Director advised that this is due to take place on 18<sup>th</sup> September 2019 and that EHRA was planning to do something around this. She advised that she will keep the Management Committee informed of what is agreed. D

- 24.6 Scholarship funding request. The Director advised that the family of a local girl has asked for a donation to help raise money for a footballing scholarship to the USA. Management Committee approved this in principal. Director will speak to family to discuss amounts required. D

- 24.7 Fireworks Event. The Director advised that Councillor Morgan had contacted the Association to ask for a donation towards a local fireworks event at The Fort. After consideration of the details the Management Committee agreed that this did not fit in with its charitable purposes and the request was refused. D

**25.0 Review of Meeting**

- 25.1 The Management Committee advised that they thought the meeting had gone well and had been enjoyable.

**26.0 Date and Time of Next Meeting - 18 September 2019 immediately after the AGM.**

Signed By Chairperson:

Date: